



Warwick Preparatory School

Senior Lunchtime Supervisor

Part Time – 12.08 hours per week

Required for January 2022

INFORMATION FOR APPLICANTS

Warwick Preparatory School

Bridge Field, Banbury Road, Warwick,

CV34 6PL

Telephone (01926) 491545





WARWICK INDEPENDENT SCHOOLS FOUNDATION

Warwick Independent Schools Foundation comprises two schools: King's High with Warwick Preparatory School, and Warwick School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.

Warwick Preparatory School is a large day preparatory school situated on the Warwick School campus a few minutes' walk from the historic town centre of Warwick and within a skilful longbow shot of Warwick Castle. It occupies a fine site with exceptional facilities and is a flourishing community of around 500 pupils from the age of 3 to 11 including a Nursery of some 60 children.

Statement of Ethos

We place great emphasis on a broad and inclusive education, in a nurturing and supportive environment, whilst striving for excellence in all that we do. In celebrating each girl and boy for the unique qualities they bring to our community, we encourage them to explore and develop their interests, gain confidence in themselves and in their abilities, and seize the rich opportunities life offers.

We seek to prepare all our boys and girls for a life of learning and fulfilment, and for the fast-changing world of the 21st century as responsible, active, and compassionate global citizens.

In all that they do, we encourage our children to 'Aspire, Achieve, Enjoy', and to be the best that they can be.

Statement of Religious Ethos

Founded on Christian principles, we welcome pupils of all faiths and none. King's High School and Warwick Preparatory School are committed to enhancing the contribution we can make to society as a whole, and, in embracing diversity, to equal opportunities for all.

Aims

Scholarship

To foster a love of learning, intellectual curiosity, independence of thought, and effective learning habits.

Environment

To provide a safe, stimulating and supportive school environment, where each pupil can feel inspired, challenged and valued.

Community

To foster a vibrant school community, built on trust and respect, and instil a sense of social responsibility.

Character

To develop resilience and confidence, and to inculcate integrity. and encourage responsible behaviour and attitudes within a Christian ethos.

Opportunity

To provide a rich and stimulating school experience, where our pupils can explore and develop their interests, gifts and talents, and discover new ones.

Structure and facilities at Warwick Prep

The Pre-Prep (Nursery to Year 2) at Warwick Prep includes girls and boys, with each class teacher having the support of a full-time Teaching Assistant. All the boys leave us at the end of Year 2 with the vast majority moving on to Warwick Junior School on the other side of the campus. In the Prep Department (Years 3 to 6) there are two or three forms in each year. Pupils are taught and looked after by a Form Teacher who will take them for a number of academic subjects, but in addition there is specialist teaching in Science, French, D&T, Art, Games/PE, Music and Computing. At the end of Year 6 the vast majority of girls make the natural step to our sister school, King's High.

Our facilities include a sports hall, a hall/gymnasium, specialist teaching areas for Science, Art, Music, Design and Technology, as well as a computing room and networked provision across the school. There is a very well stocked, modern library at the heart of the school and this is managed by our school Librarian. Our links with the two senior schools within the Foundation give us access to many superior facilities including a swimming pool, some 40 acres of grounds, a professional standard theatre venue (Bridge House Theatre) and Warwick Hall. Warwick Prep School is certainly an exceptionally stimulating educational environment.

The Head, Mrs Hellen Dodsworth, is a member of IAPs and is responsible for the leadership and management of the Prep School. She is very ably supported by the Senior Leadership Team which include Mrs Dee Alder (Deputy Head), Mrs Deborah Ward (Head of Prep Department), Mrs Gill Smeeton (Head of Pre-Prep Department) and Mrs Julie Johnson (Director of Studies).

Numbers at the school are extremely healthy, with classes being full and waiting lists in many years. The school has a long-standing academic reputation but is also known for its very friendly, family atmosphere, where children can enjoy their childhood, develop a love of learning and become confident, creative and independent young people. The school looks to develop the talent of each and every child and the successful applicant for this post will be able to play a significant role in ensuring that this continues to be a key feature of the school.

The school day for children runs from 8.40am to 3.45pm, Monday through to Friday, though the school is 'open' from 7.45am to 5.45pm each day.

The school is committed to safeguarding and promoting the welfare of children and young people and all aspects of staff and volunteers to share this commitment.

Further Information about the Appointment

Our lunchtime provision operates on a rolling basis starting with the youngest children going for their lunch at 11.45am and ending with the oldest children returning to class at 1.40pm. Lunchtime Supervisors work in a variety of contexts including in the dining hall, Nursery and playgrounds, as set out in the job description. They work alongside Teachers and Teaching Assistants to ensure a safe, enjoyable and fully supervised lunch period for all children.

The school prides itself on our warm and caring ethos. The successful candidate for this post will be an enthusiastic, dedicated and hardworking individual, with good interpersonal skills; with a commitment to traditional values in relation to behaviour, manners, appearance and standards to which the school is strongly wedded.

Mrs Deborah Ward, Head of Prep is the line manager for the Lunchtime Supervisor team, which is made up of sixteen colleagues in total.

We wish to appoint a Senior Lunchtime Supervisor on a permanent basis for **12.8 hours per week**.

The appointment will be subject to a satisfactory medical checks and confirmation of academic qualifications. The post will be confirmed on receipt of all references and satisfactory DBS clearance.





Warwick Preparatory School

SENIOR LUNCHTIME SUPERVISOR

JOB TITLE	Senior Lunchtime Supervisor
ACCOUNTABLE TO	Head and School Governors
REPORTING TO	Head of Prep/Head of Pre-Prep
LINE MANAGED BY	Head of Prep
HOURS	2 hours 25 minutes a day 12.08 hours a week, school term only (34.6 weeks a year)
HOLIDAYS	To be taken during school holidays
REMUNERATION	WISF Support Staff Scale Point 14 - Hourly rate £9.64
CONTRACT	This is a permanent contract and is subject to a probationary period of six months.

MAIN PURPOSE

To supervise pupils during lunch period ensuring their supervision, safety and welfare in the dining hall, on the playgrounds and at other locations as required.

PRINCIPAL RESPONSIBILITIES

1. To be on duty in the area allocated and the time allocated to ensure continuity of supervision and to move around amongst the children within the area you are covering.
2. To supervise pupils to ensure good behaviour in and around school.
3. To encourage positive play and proper use of play equipment.
4. Exercise no direct sanction against a pupil except those set out in the relevant policies.
5. To report to the Head of Prep/Pre-Prep any concerns, including Health & Safety concerns or the presence in the school precincts of any unauthorised person.
6. To adhere to all school policies and procedures that affect you and your duties (e.g. Fire, Accident Reporting; Child Protection, Behaviour etc.).
7. To attend to sick or injured children and to report any accidents and request assistance from the School Nurse or first aider on duty as required.
8. To report to the Head of Prep/Head of Pre-Prep any incidents:-
 - a) Where pupils have acted in a manner deemed to be a danger to themselves and others
 - b) Where pupils have acted in an inconsiderate or discourteous manner
 - c) Where pupils have disobeyed the school's Fair Rules
 - d) Any other concerns you might have about any pupil or group of pupils
9. To supervise pupils in the dinner queue and ensure pupils line up in an orderly fashion.
10. To supervise and assist pupils in the dining hall as they collect, eat and clear away their lunch.
11. To attend to any spillages on floors and table tops utilising equipment provided by the catering staff (or to refer spillages to catering staff)
12. Encourage pupils to eat the meal provided; assist with the serving and clearing of the meal; the cutting up of food and training pupils in the use of cutlery and table manners.
13. Assist with the clearing of tables, return of trays and the orderly stacking and clearing of dirty plates.
14. Ensure the removal of food and litter in the dining hall by pupils to maintain a high standard of cleanliness.

15. To supervise pupils in allocated areas during inclement weather.
16. Escort pupils to classroom for registration and afternoon activities.
17. Arrange and supervise classroom activities during inclement weather.
18. To attend Lunchtime Supervisor meetings and any relevant training as required.
19. Other duties as may reasonably be allocated by the Headmistress within the range of the salary grade.

SPECIAL RESPONSIBILITIES OF THIS SENIOR ROLE

1. To ensure that Health and Safety practices and procedures affecting pupils and supervisory staff are maintained including the reporting of accidents, action taken etc.
2. To deal with unruly or unsociable behaviour by pupils whether directly encountered or from referral by another lunchtime supervisor.
3. To support the pastoral welfare of pupils who find the lunchtime environment difficult.
4. To ensure good timekeeping of LTS in relation to the lunchtime schedule.
5. To ensure an effective lunchtime supervisory team by allocating duties to lunchtime supervisors and monitoring their performance in carrying out their responsibilities. Reporting misdemeanours and poor time keeping to the Head of Prep/Pre-Prep.
6. To assist in ensuring that only authorised persons/pupils are on school premises during the lunchtime period.
7. To liaise with the Head of Prep/Pre-Prep on ways and means of improving lunchtime supervision.
8. To support the Head of Prep / Head of Pre-Prep in overseeing continued professional development opportunities for lunchtime supervisors.
9. To liaise with form teachers regarding lunchtime incidents.
10. To actively partake in periodic Allergen meetings.
11. To liaise with the Senior Catering Assistant on new menus.
12. To advise Head of Prep/Pre-Prep on agenda items for LTS meetings.
13. To lead LTS meetings.
14. To attend appropriate training as requested.
15. To liaise with the Chef and Senior Catering Assistant on the general service of school meals, allergens and dietary requests.
16. To read and familiarise the week ahead sheet on a daily basis.
17. To liaise with the Pupil Activity Coordinator regarding the running of lunch time extracurricular activities and the children who will be either early or late for lunch.
18. To ensure that children who attend extracurricular lunchtime clubs attend the correct lunchtime sitting.
19. To coordinate / support menu choices, meal collection and seating of pre-prep children following lunchtime club attendance.
20. To liaise with the Senior Catering Assistant regarding dietary/allergen pupil updates as and when they arise.
21. To support the Senior Catering Assistant to check that pupil allergen/dietary requirement lanyards are up-to-date and are being worn.
22. To assist the Senior Catering Assistant in ensuring that all pupils with allergies and dietary requirements are given the appropriate meal and are happy to eat it.
23. To attend the daily allergen briefing run by the Chef.
24. To check daily the catering allergen board and clarify with the Senior Catering Assistant the menu choices for pupils from Nursery upwards with multiple dietary requirements/allergens.
25. To liaise with the school nurse regarding communication with parents of pupils with allergies and dietary requirements.
26. To discharge other related duties or responsibilities as reasonably allocated by the Head of Prep/Pre-Prep.

Person Specification – Lunchtime Supervisor			
	Essential These are attributes without which the applicant could not be appointed	Desirable These are attributes used to choose between applicants who meet all the essential criteria	Method of assessment
Qualifications	None required	Food Safety Training at Level 2 Allergen Awareness Training Level 2 Manual Handling training Basic Health and Safety First Aid Trained Basic skills in Maths and English	Interview and application form
Experience	Experience in working as part of a team.	Previous experience in a similar role would be an advantage Experience of working with children on a voluntary or paid basis	Application form
Skills/Competencies	Good communication skills and a pleasant nature Ability to work in a positive and constructive manner as part of a team under the direction of the Heads of Prep and Pre-Prep and Senior Lunchtime Supervisors Encourage high standards of pupil behaviour Respect confidential information Ability to act as an appropriate role model for the children Must be able to recognise discrimination in its many forms and be willing to put the schools' equality policy into practice To adhere to the schools Child Protection, Safeguarding and Health & Safety policies	Recognise behaviour giving cause for concern and inform teaching staff	Interview and references

Person Specification – Lunchtime Supervisor			
	Essential These are attributes without which the applicant could not be appointed	Desirable These are attributes used to choose between applicants who meet all the essential criteria	Method of assessment
Special Knowledge	To have an understanding of children's behaviour	None required	Interview
Personal qualities	Flexible approach to work Good team member Friendly, tolerant, patient Sense of humour Well organised Approachable, sensitive Authoritative but also having good rapport and motivational attitude with children	Calm in a crisis Shows initiative	Interview and references
Other requirements to perform role	Good time keeping and attendance record Courteous and polite Projects a professional image for the school Able to be flexible with working hours should the need arise for extra work on an ad hoc basis.	None required	Interview and references
Safeguarding Children, Young People and Vulnerable Adults	Understands their role in the context of safeguarding children, young people and vulnerable adults. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Clear Enhanced DBS check if appointed.		References, DBS check, identity checks interview, medical fitness declaration
Equal Opportunities	Understanding of the requirements of Equality and Diversity		

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Application Process

Applications should include:

- A completed application form (CVs are not an acceptable alternative) including the names, addresses, e-mail and telephone numbers of two professional referees, one of which must be your current employer, wherever possible.
- A letter of application addressed to the Headmistress, Mrs Hellen Dodsworth (no more than two sides of A4) in which you explain **why you have applied for this role and what particular skills, attributes and experience you would bring to it.**

Further details and an application form can be obtained from the HR Department, Warwick Independent Schools Foundation Myton Road, Warwick CV34 6PP, Telephone 01926 735413

Email: hr@warwickschools.co.uk

The closing date for applications is **12.00 noon, Friday 3 December 2021** Applications should be sent to the HR Department, Warwick Independent Schools Foundation, Myton Road, Warwick, CV34 6PP, email: hr@warwickschools.co.uk

Applicants called to interview will be required to bring evidence of their identity and qualifications. References will only be sought only on applicants who accept an invitation to interview, though applicants can opt for references not to be taken up prior to an interview. It is anticipated that interviews will be held during the week commencing **6 December 2021**.

The appointment will be subject to a satisfactory medical check and confirmation of relevant qualifications. The post will be confirmed on receipt of all references and of a satisfactory outcome from an enhanced DBS check. Please note that the school's Child Protection Policy is available on the school website and should be read by all applicants for this post.

Please do contact the school and ask to speak to the Head of Prep Mrs Deborah Ward, if you have any further questions in advance of an application.

Thank you for your interest in this post.

Deborah Ward
Head of Prep
November 2021