

# Applicant Pack

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To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

## Job Advert



**Westfield School**  
Chorus Education Trust

Westfield School, an 11-16 comprehensive secondary with c1200 students, is an improving and inclusive school.

Westfield School joined Chorus Education Trust in 2018 and welcomed a new Headteacher, who has been working with staff to raise aspirations and provide the very best teaching for students. Within two years the school has become oversubscribed for places in Year 7.

Formerly a sports college, the school sits in generous grounds in the south-east of Sheffield not far from the M1 motorway. The modern building has the full range of educational resources, as well as a gym and indoor pool (available free to staff).

Westfield School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: [www.westfield-chorustrust.org](http://www.westfield-chorustrust.org)

**Lunchtime Supervisor – Grade 1**  
**NJC SCP 1 – 2**  
**(£18,333 - £18,516) Pro Rata**  
**Required Immediately**  
**6 Hours per Week – Term Time only**  
**Permanent**

### About this vacancy

An opportunity has arisen for a colleague to join the team as a Lunchtime Supervisor at Westfield School. As part of the team you will be responsible for providing supervision for students at lunchtime and providing assistance and information as required.

The successful applicant will need to have excellent communication and interpersonal skills and the ability to work well under pressure in a busy school environment.

We are looking for:

- Someone who can provide a professional lunchtime supervisor role to students
- Someone who can provide assistance to staff and students
- Someone who is an excellent role model
- Someone who has a good understanding and experience of the job requirements

Currently the working requirement is 1.5 hours on four days of the week.

## To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Trish Hughes (HR Administrator) at: [recruitment@westfield.chorustrust.org](mailto:recruitment@westfield.chorustrust.org)

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: 9 June 2022

We always encourage prospective applicants to visit the school in advance of application. This can be arranged by contacting Julie Wilson, PA to the Head of School on 0114 248 5221 or email: [jwilson@chorustrust.org](mailto:jwilson@chorustrust.org)

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

## Job Description: summary

<b>Post title:</b>	Lunchtime Supervisor
<b>Profile:</b>	BS2
<b>Grade:</b>	1
<b>Grade spinal point range:</b>	1-2
<b>Accountable SLT post:</b>	Business Support Services Manager
<b>Line Manager of post holder (if different):</b>	Heads PA/Office Manager
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	Other teaching and support staff
<b>Holiday and sickness relief by/for:</b>	Others within team
<b>Purpose of job:</b>	To supervise students during the school lunch break.
	This post may work across the Trust schools.
<b>Version revised:</b>	May 2022

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

To be responsible for the provision of a professional, efficient and friendly reception service for all visitors and callers to the school, providing assistance and information as required. This will include, but not be limited to:

### Specific duties and responsibilities

- Supervision of Students immediately before, during and after the midday meal. This includes provision for children who bring sandwiches.
- Supervision of the Students entry into the dining areas.
- Supervision of Students in the dining hall
- Guidance on table manners
- Assistance with clearing tables and returning trays to collection points
- Assistance with washing down tables and resetting where required and when school meals staff are not available.
- Taking such steps as necessary when children are sick. Assisting to their needs when in distress and reporting the situation to a teacher.
- To arrange for emergency treatment when required, e.g. calling for a teacher if there has been an accident.
- Vigilant in the playground in recognising potential dangers and approaching unauthorised personnel who enter the school.

### Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as

much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Lunchtime Supervisor**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Experience</b>			
Experience of working with young people	✓		A
Excellent Communication skills	✓		A/I
Experience of working with students in an educational environment		✓	A/I
<b>Qualifications</b>			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience		✓	A
Evidence of regular, relevant and recent personal development		✓	A/I
First Aid training		✓	A
<b>Other skills</b>			
Work effectively as part of a team recognising own role as a team member.	✓		A/I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality. Adaptable to changing working practices.	✓		I
Commitment to providing a professional and caring environment.	✓		A/I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Ability to supervise students in an effective manner	✓		A/I
<b>Interpersonal Skills</b>			
Ability to build and form good relationships with students and colleagues.	✓		A/I

Confident and effective approach to working with young people	✓		A/I
Be able to work calmly under pressure	✓		A/I
To be a good role model	✓		A/I
<b>Child Protection</b>			
Understanding and awareness of Safeguarding procedures and practices, along with a commitment to promote the safety and wellbeing of young people	✓		A/I