



Job Pack

Lunch Time Supervisor

Location: Sevenoaks and Tonbridge

Start Date: ASAP

Casual

£15p/h



Weald of Kent
Grammar School

About Us
The Team
The Post
About You
The Package
The Application Process



About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1900 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre and a new science block has been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2019 records the average GCSE grade was above a Grade 7 and our Progress 8 was well above average at 0.95. We also enjoyed superb A Level results with 67% of our students achieving A*-B grades in 2019. The average was a Grade B and our Level 3 value added was above average at 0.12. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests. Result statistics were not published for the 2020 or 2021 cohorts.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

The Post

Job Title:	Lunch Time Supervisor	Reports to:	Operations Manager
Team:	Operations	Pay:	£15 per hour, plus holiday pay
Start date:	To be confirmed		

Purpose

To oversee and supervise our students during their lunch time. Monitoring lunch ques, the school field, corridors and class rooms to ensure all students are behaving appropriately and to ensure the health and safety of all.

Specific responsibilities

- Supervision of all students during lunch time
- To ensure students are behaving appropriately when queuing for their lunch in order to maintain the safety and wellbeing of all students and staff
- To assist with setting up/tidying up the dining hall and school grounds
- To ensure all students move swiftly to lesson when lunch time has ended
- To ensure students clean up their rubbish
- To ensure students and staff have access to a First Aider if there is an accident or injury
- To ensure that students are supervised at all times
- To ensure that students move safely around the building or premises at all times
- To ensure the behavior policy is followed accordingly, if necessary
- To ensure any safeguarding issues or incidents are reported in line with our safeguarding policy

About You (Person Specification)

	Essential	Desirable
Skills & Knowledge		
Able to communicate effectively, orally and in writing	✓	
Ability to communicate effectively with children aged 11-18	✓	
Ability to manage behavior in a calm and positive way	✓	
Commitment to safeguarding and promoting the welfare of children	✓	
High level of security and confidentiality awareness	✓	
High level of customer care awareness	✓	
Good working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓	
Personal Attributes		
Have a positive approach to education with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Capacity to work hard, under pressure, and manage time effectively	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Flexibility over working hours	✓	
Suitable to work with children	✓	
Equal Opportunities – A commitment to inclusive education	✓	

The Package

Salary: £15 per hour, plus holiday pay

Benefits: Free on-site parking (subject to availability) and free refreshments.

Contract: Lunch time supervisors are employed on a casual relief contract, on a sessional basis.

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Monday 29th November 2021, 9am*

Interview day: To be confirmed

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

