

Richard Lander School Truro



Application Pack Lunchtime Supervisor

Grade 1 Step 1 (£23,656FTE)

Term Time only – Permanent
To start ASAP

November 2024

Dear Candidate,

Re – Lunchtime Supervisor – Permanent – Term Time only – Start date ASAP

Please find enclosed an application form and details for the above post at this school.

The Role:

To Assist and supervise individuals and groups of students during lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of students.

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

This position is for 10 hours per week.

Please see our job description and person specification for more details of this exciting post.

The School:

At Richard Lander School everybody works hard and is committed to providing the best opportunities for the children in our school. We were inspected by OFSTED in 2023 and were graded as a Good school.

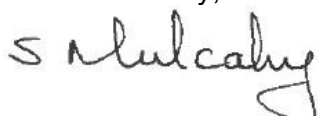
We hope after reading our details and person specification that you will want to join our team.

Completed forms should be submitted to vharrison@richardlander.cornwall.sch.uk. Interviews will be held on a rolling basis as suitable applications are received.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,



Mr Steve Mulcahy
Headteacher

Background for Prospective Candidates

Come and work for a great school in a great location.

Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1500 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2023 and were graded as a Good school.

We have an ARB for up to 15 students on site which is very much part of our school.

Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750. Applications may be submitted at any point and there will be a rolling interview process.

Please send your completed forms to the school for the attention of Vicky Harrison, Personnel Officer, vharrison@richardlander.cornwall.sch.uk Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2024, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher
- Mrs Vicky Harrison, Personnel Officer

Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.
We expect all our team members to share this commitment.



RICHARD LANDER SCHOOL

JOB DESCRIPTION

Job title: Lunchtime Supervisor

Grade 1 Step 1 (£23,656 FTE)

Responsible to: Deputy Headteacher.

Direct supervisory responsibility: None

Indirect supervisory responsibility: None

Important Functional Relationships: Internal: Headteacher, Teachers, Support Staff, Students, Catering Service Staff

Main purpose of the job:

To assist and supervise individuals and groups of students during lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of students.

Main Duties and responsibilities:

1. To supervise children during the lunch period in accordance with the School's pupil management, discipline, behaviour and bullying policies. To complete the necessary records with regard to any incidents relating to such policies, in accordance with the policies.
2. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
3. To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
4. To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
5. To organise approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. To remain aware of children with special educational needs and liaise with the appropriate SEN Assistant to ensure play activities are appropriate and safe for all children.
6. To assist with good order and cleanliness in the canteen as directed by senior duty staff.
7. To deal with emergencies that may occur in accordance with the school's procedures, and inform a member of the teaching staff/Headteacher in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the school's procedures.
8. To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School's first aid policies and procedures,
9. To report back to the appropriate teacher any issues relating to children's progress, achievements, behaviour or problems which may become apparent.

- 10.** To undertake all duties and responsibilities with due regard to the school's security policy and in particular remain aware of intruders entering the school grounds.
- 11.** To be aware of the school's child protection policy/procedures and report any concerns observed during the course of duty in accordance with such procedures.
- 12.** To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g County Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
- 13.** To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- 14.** To be responsible for your own continuing self-development, undertaking training as appropriate
- 15.** To undertake other duties appropriate to the grading of the post as required.

Prepared by: Headteacher

Date: October 2024

PERSON SPECIFICATION

Job title: Lunchtime Supervisor

Person specification prepared by: Headteacher

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	Previous experience of working with children/young people.	Previous experience of working with children within a school environment of similar	Application form/ interview.
Education & Training	Attainment of level 1 standard of education, or be able to demonstrate an equivalent of knowledge through practical relevant experience.	Level 2 qualifications (NVQ, GNVE, GCSE) to include English and Maths. Basic first aid certificate	Application form/ interview.
Special Knowledge & Skills	Good Communication skills. Ability to prioritise between different demands. An interest in children and education.		Interview
Any Additional Factors	<ul style="list-style-type: none"> • Flexible, self-motivated and enthusiastic. • Patient and friendly approach • Acceptance of different attitudes • A willingness to work with children • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. 		Interview

Special Conditions related to the post

The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
Receipt of two satisfactory employer references one of which must be from your current or most recent employer
Satisfactory verification of relevant qualifications
Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

How to apply:	Complete the relevant applications form, equal opportunities form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted. Please complete an application form in full and return to: vharrison@richardlander.cornwall.sch.uk
Contact details:	Address: Mrs Vicky Harrison Personnel Officer, Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
Closing date:	Applications may be submitted at any point and there will be a rolling interview process. Please note that if you have not received a reply within 28 days of your application you must assume that, on this occasion your application has been unsuccessful.