

Post: Lunchtime Supervisor

Prep School



**Wellingborough
School**

Founded 1595



The School

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here just over 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of three counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award are big players, but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

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The Role

Start date: ASAP

Contract type: Part time, Term Time

Hours of work: 5 hours per week, Monday to Friday 12.10 pm to 1.10 pm

Reporting to: Deputy Head (Prep)

Salary: £2,658 per annum, including holiday entitlement. Based on working full academic year.

Job purpose: To provide active supervision of pupils across the Prep School during lunchtime

Relationships:

1. Reports directly to the Deputy Head, Prep in all School matters in the Prep School
2. Works closely with other lunchtime supervisors in the Prep School

Duties: Duties outlined in this job description may be modified by the line manager, with the post holder's agreement, to reflect changes in the job, commensurate with the salary and job title.

Key Tasks and Responsibilities:

Supervision

1. Be responsible for the conduct of all children in your care
2. Encourage good behaviour from all pupils in line with the School's code of conduct
3. Ensure all children are safe
4. Escort pupils to lunch when required and encourage good table manners
5. Be active during supervision periods so that all children are visible
6. Administer basic first aid when required
7. Report any concerns or incidents to the appropriate line manager.

Revision of Job Description:

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- An employee wellbeing programme offering free and confidential support
- Free use of the School's fitness facilities, and subsidised use of our other facilities on an availability basis
- Free on-site parking
- Support for Government schemes (Cycle to Work etc)
- A warm and supportive working environment

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Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.

The Process

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, Head of HR, to recruitment@wellingboroughschool.org

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**Person Specification
Lunchtime Supervisor, Prep School**

Competence	Essential	Desirable
<u>Skills & Experience</u>		
<ul style="list-style-type: none">• Experience of working in a learning environment with children of a Prep School age (3-11)	Yes	
<ul style="list-style-type: none">• Relevant Level 3 qualification		Yes
<u>Personal Qualities</u>		
<ul style="list-style-type: none">• Polite, professional and an approachable manner	Yes	
<ul style="list-style-type: none">• Ability to work with flexibility and adaptability	Yes	
<ul style="list-style-type: none">• Excellent time management skills	Yes	
<ul style="list-style-type: none">• Have effective interpersonal skills	Yes	
<ul style="list-style-type: none">• A sense of humour	Yes	