



Appointment of:

LUNCHTIME SUPERVISOR (LAM)

APT&C Grade 8 (£29,185-32,394 FTE)

Option 1a 11.45am-12.25pm Option 1b 12.35pm-1.30pm

Option 2 11.45am – 1.15pm Monday to Friday (which includes a 10-minute break each day)

'190 day' term time only contract

'190 day' term time only contract

Dear Applicant

Thank you for taking an interest in this position at our school. The information provided is intended to help you decide if we are a school you would like to join. I would also encourage you to look at our website (www.qshs.org.uk) which contains information that will give you a flavour of our achievements and ethos. George Stephenson High School is an 11-18 Trust School of 1204 students, 112 of whom are in the Sixth Form. We also have 36 guest pupils in the Sixth Form from our collaborative partner school. We have 134 staff, 80 of whom are teachers, 54 are associate/support staff. Our school has a really positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning in everything we do. I genuinely believe the support, care and welfare of our students is second to none. This school is and will always be a fully inclusive school which puts the students at the very centre of all that it does. We want it to be a school that is always a happy, safe and enjoyable place to be. Further to that we want the school to be at the very heart of the local community and to become the school of choice of all who live here.

At George Stephenson High School, we believe we offer the best education possible for all of our young people, as well as a warm and friendly atmosphere. We value the individual differences of our students, encourage them to succeed in everything they do and help them to become caring, confident and responsible young people. We strive to achieve this through providing excellent teaching, fostering the very best relationships, having a personalized and enriched curriculum, having the highest aspirations for all of our students and developing strong partnerships. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here. We are a popular, inclusive and oversubscribed school that is central to our community. The roll has grown from 850 in 2010 to over 1200 today. We were delighted that we were oversubscribed again this year (for the fifth consecutive year) and have welcomed 228 new students into Year 7 in September.

The level of communication with and support from parents is excellent. We have a regular and well-attended Parents Forum, and a wide range of evening Parental Engagement events are held. Attendance at Parents Evenings was over 80% last year – this figure has increased every year for the last five years. Over 500 parents filled in the survey we administer on these evenings and the results were very positive indeed. 97% feel their child is happy here, 98% feel they are both safe and make good progress, 99% feel they are well taught here, 98% feel the school is well led and managed and over 95% would recommend our school to another parent. We are delighted that so many parents are choosing our school and are so positive about it and we believe that this shows a great deal of support from our local community.

Our most recent Ofsted inspection was in November 2019, and we are delighted to report that they judged our school to be Good overall, and indeed Good in every single category. We believe that this is a real testament to our students and staff and to how hard we have all worked and how committed we are to providing the best possible educational experience for all of our students. Staff, students, parents, carers and governors all play their part, and this report is a reflection of the effort, enthusiasm and determination that they display every day. In the report, Ofsted say that **“staff have high expectations for pupils and each other. This is a key ingredient of the school community. During lesson visits, pupils were attentive and respectful. There are strong relationships between teachers and pupils. As a result, pupils have achieved better examination results in a wide range of subjects since the previous inspection”**. The care, guidance, and support that we provide for our young people was again praised, with Ofsted saying that **“staff are well trained to look after and care for pupils. They understand the school’s safeguarding procedures. They are aware of the need to share any concerns with appropriate people. They do so in a timely manner. Pupils know there is always somebody to talk to when they need help. Pupils know how to keep themselves safe.”**

They said lots of positive things about the relationships in our school, saying that good relationships and mutual respect exist between students and staff and that our young people are keen to learn and behave well. They also said that the behaviour of students is good, that they manage their conduct well, both inside and outside of the classroom and that they know what is expected of them. As we have always said, our students are a credit to us all and we continue to be immensely proud of them. Inspectors also stated that the care and guidance we offer our students is strong and that we prepare students well for life after school. As a result, the percentage of students going onto successful careers or further education is

well above the national average. Personal development, behaviour and welfare were all identified as real strengths of the school. Indeed Care, Guidance and Support at George Stephenson High School have been graded as good or outstanding in our last four Ofsted inspections. This is a result of our pastoral guidance systems in school, the aim of which is to support the learning and development of each individual student through the encouragement of regular attendance, punctuality, good study habits, good behaviour and a positive attitude, and by the monitoring of progress, regular target setting and celebration of achievement.

The school is organised into year groups which are split into a number of separate tutor groups. Each year group has a full time non-teaching Guidance Manager who stays with the year group from Year 7 to Year 11 and so gets to know every student very well. Guidance Managers are generally the primary point of contact for parents wishing to discuss progress or problems with the school. They support the work of the form tutors and deal with difficulties referred to them by the tutors or subject staff, as well as recognising and rewarding all positive aspects of students' life in school. Each year group is also supported by a teaching Achievement Support Coordinator who acts as a mentor to students of all abilities. The tutor groups, under the leadership of the Guidance Manager, remain together with the same form tutor through years 7 to 11, meeting for registration periods daily, and in some subjects are taught as a class group in the younger years. A strong sense of coherence and team working is developed over these years. The form tutor has day to day responsibility for our students' welfare whilst they are in the school and have a very important role to play in helping them to settle into their new school. They also closely monitor and track their academic progress, support them to reach their targets and help detect and solve any problems which may arise.

The person appointed will be responsible, under the direction of the Deputy Headteacher, for the care and welfare of children, particularly in relation to student supervision and behaviour over the lunch time period and to ensure that problems are resolved or referred to an appropriate level.

We have made real progress recently and are proud of what we have achieved so far. However, we know that we have the capacity to improve still further, and our work continues to focus on improving practice in the classroom. We are a forward looking school, committed to giving our students the best possible educational experience. Although increasingly successful, we are not a complacent school. There are many aspects that we can improve further, and our challenge is to do this without compromising our existing strengths. George Stephenson High School is a great place to work, with fantastic staff and talented students. I took on the Headship of this wonderful school in September 2022 and am truly very excited about the future. I hope you are enthused by the enclosed information and choose to apply.

Please submit a completed application form for the attention of Mrs Angela Cowen (Headteacher's PA).

Yours sincerely



PETER DOUTHWAITE
Headteacher

Lunchtime Supervisor (LAM)

GRADE:	8
WORKING HOURS:	Option 1a 11.45am-12.25pm Option 1b 12.35pm-1.30pm Option 2 11.45am – 1.30pm Monday to Friday (this includes a 10-minute break)
RESPONSIBLE TO:	Deputy Headteacher
SALARY:	APT&C Grade 8 (£29,185-£32,394 FTE), - '190 day' term time only contract

Main Duties of the Post

- To be responsible, under the direction of the Headteacher or designated member of staff, for the care and welfare of children, particularly in relation to student supervision and behaviour over the lunch time period and to ensure that problems are resolved or referred to an appropriate level.
- To engage and work directly with young people in informal educational, personal development, leisure and social activities designed to increase and enhance their life chances and opportunities.
- To support young people's personal development during the transition from adolescence to adulthood.
- Establishing contact, developing and maintaining positive relationships with young people to enable and encourage their access to and involvement in a full range of school/extended school services.
- Assisting in the development, planning, delivery, monitoring and evaluating of lunchtime school based activities.
- Day to day administration.
- An understanding of and a commitment to the promotion of equal opportunities within the workplace and communities in general.

Student Welfare

- Liaise effectively and professionally with staff and teachers as required.
- Participate in training and other learning activities and performance development as required.
- To promote the general progress and well-being of individual students and to provide for the pastoral needs of students during the lunchtime period.
- To deal with all incidents and accidents which may take place during the lunchtime period.
- To act promptly to ensure the health and safety of all students on site, taking any actions necessary in line with school policies.
- To manage the movement of students around the school site at lunchtimes
- To support students consistently whilst recognising and responding to individual needs and providing advice to support social, emotional and physical development.
- To promote the inclusion and acceptance of all students
- To encourage students to interact and work co-operatively with others and to engage in all activities.
- To act as a role model for students and provide support for those in distress.

Support for the School:

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the School
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development, as required
- To safeguard and promote the welfare of young people

Job Content

- To work in collaboration with Parents, Community Police and Fire Service, Youth Service, PCT and partner organisations to ensure a cohesive approach to service delivery across the borough.
- To complete session recording and written reports and to effectively use Management Information Systems, where merits, detention, impose sanction and follow up.
- To engage young people in constructive dialogue, social, informal educational and leisure activities, which are designed to educate, inform and enhance life chances, choices and opportunities.
- To support the school in the provision of tailored lunchtime activities across appropriate for the various student age groups/settings.
- To promote, recognise and accredit young peoples achievements and learning.
- To foster and encourage citizenship among young people by encouraging their active participation in the decision making processes that affect them and their communities.
- To liaise with other relevant agencies and organisations within the statutory, voluntary and private sectors.
- To manage buildings and resources as appropriate – (security and vandalism).
- To support/assist and develop Senior Lunchtime/Lunchtime Supervisor* (up to 2 part time) including taking an active role in their recruitment and induction. (*Dependent upon the structure/roles operating in school)
- To undertake day-to-day administrative duties.
- To undertake training identified via Individual Performance Reviews, Support and Supervision and reflective practice. Taking responsibility for personal development and learning.
- To work towards given and agreed targets and outcomes.
- To undertake other duties as deemed appropriate and commensurate with grade.

Performance standards

- Performance Indicators based on Ofsted requirements for schools.
- Targets/Priorities – as determined by the School.

Working conditions

Flexible working hours may include pre-school/after school work according to the needs of the School. In accordance with NJC terms and conditions.

General

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.

Additional Requirements

1. Enhanced DBS check from the Disclosure and Barring Service
2. Two references from current and previous employers (or education establishment if applicant not in employment)
3. Children's Barred persons list Check

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced Disclosure from the Disclosure & Barring Service.

Employees will be expected to comply with any reasonable request from Line Manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Agreed that the Job Outline is a fair and accurate statement of the requirements of the job.

Job Holder

Date.....

Line Manager

Date.....

Lunchtime Activity Manager – Grade 8

Area	Essential	Desirable
Skills Knowledge Aptitudes	Knowledge of issues relating to the lives of children and young people and skills to undertake work with them. Up to date knowledge of issues, strategies and policy impacting on Children and Young people. Good communication skills. Good organisational, planning and evaluation skills Ability to carry out relevant administrative duties. A commitment to the provision of and continuous improvement and development in relation to anti-discriminatory practice, equality of opportunity and recognising, valuing and celebrating diversity.	
Qualifications and Training	A degree (or equivalent qualification) in an appropriate/associated specialism combined with post qualification experience. A willingness to undertake training deemed necessary for the post.	Other training that would enhance the provision services.
Experience	Experience of working in an education/youth back ground.	Use of Management Information Systems
Disposition	Ability to organise & prioritise own workload. Good team player with a commitment to the continuous development of services for Children and Young people. Empathy and understanding of issues facing young people.	
Special requirements	Able to undertake a flexible and varied working pattern i.e. evenings, weekends, school holidays and residential work. In accordance with NJC terms and conditions.	

Additional Information for Applicants – Main Terms and Conditions of Employment

Terms and Conditions

The condition of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions. Specific terms and conditions will be provided if you are appointed to the post.

Working Hours

The working hours for this post are 6 hours, 40 minutes per week. Normal working hours are Monday to Friday 11.45am – 1.15pm (this includes a 10-minute break). The contractual hours for this post is term time (190 teaching days).

Pay and Grading

The grade of the post is Grade 8, pay spine points 23-27, with current corresponding full-time salary of £26764 - £29825. The term time salary is as follows:

Less than 5 years' continuous local government service:

£26764 - £29825 FTE

£4,817 - £5368 ACTUAL

5 or more years' continuous local government service:

£27242 - £30358 FTE

£4,903 - £5464 ACTUAL

Probationary Period

All support staff in George Stephenson High School are subject to a 20 weeks probationary period. There will be reviews conducted throughout the probationary period to ensure that appropriate standards are met and maintained.

Safeguarding

George Stephenson High School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Pension Scheme

On appointment, new support staff will be automatically enrolled into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

Application process

Complete application forms should be sent by email to enquiries@gshs.org.uk or by post to: FAO Angela Cowen, George Stephenson High School, Southgate, Killingworth, Newcastle upon Tyne, NE12 6SA
Tel: 0191 2161115

Closing date: Noon, Monday 15th April 2024