



Our Ref: NM/LHH/KW  
October 2018

## Children's Supervisor

Dear Colleague

Thank you for your interest in the permanent post of Children's Supervisor at our fabulous, vibrant oversubscribed Worcester City school that opened its sixth form in September 2015. This is a major opportunity for the right candidate to make a real impact. You would be joining a strong, well run, committed team.

Christopher Whitehead Language College is an 11-18 school 'in pursuit of excellence' in all areas of its community's life. Near to the cricket ground, on the west bank of the River Severn in Worcester, it is a larger than average, inclusive and community-focused comprehensive school with over 1400 students. The school was awarded International School status and became a phase two academy in July 2011, and judged 'Outstanding' for personal development, behaviour and welfare in their latest inspection in 2018. The school has 124 students on the AN register and 198 students on the SEN register, with currently the highest number of LAC, EAL children in the county and was re-awarded the prestigious Inclusion Quality Mark Centre of Excellence in June 2017. Our provision for AN, SEN and EAL has been described by the last three Ofsted inspections as 'outstanding' and we are the lead school for EAL in the county. In the last five years, the school has enjoyed a huge rise in popularity amongst the local community.

In the additional pages, I have included:

- job description
- person specification

Please also read our privacy notice for job applicants (separated document).

I would obviously encourage you to read our Ofsted report in detail and visit our informative website at [www.christopherwhitehead.co.uk](http://www.christopherwhitehead.co.uk) to develop an understanding of our ethos. You may like to visit my blog too at [www.neilmorriscwlc.wordpress.com](http://www.neilmorriscwlc.wordpress.com)

If you wish to apply, please complete the self disclosure form, application form and include details of any previous experience and stating how you could make a difference in the role. Please email your completed forms to [recruitment@cwlc.email](mailto:recruitment@cwlc.email). **Please do not enclose a CV.**

Please would you ensure you provide email addresses for your referees and alert them to this fact.

As I will only be contacting short-listed candidates, I would like to thank you for your time and effort, and if unsuccessful, wish you well in your future career.

I look forward to hearing from you.

Yours sincerely

Neil S Morris  
Headteacher

## Job Description

<b>Post Title:</b>	Children’s Supervisor
<b>Terms &amp; Tenure:</b>	Permanent, term-time only plus 1 teacher education day (TED), 7 hours 30 minutes per week, Monday to Friday Grade 1 point 6 - 9
<b>Line Manager:</b>	School Business Manager
<b>Staff Supervised:</b>	None

### Purpose of the Role

To ensure the safety, welfare and good conduct of students during the lunch break, in accordance with the practices and stated policies of the school. The post holder will normally work as part of a team and under the direction of the School Business Manager.

### Main Duties

The list is given as a guideline only and is not exhaustive. Other tasks and activities relevant to the main headings should also be considered acceptable. A degree of flexibility is, therefore, considered essential.

These include:

- Supervise students in the dining areas, playgrounds or other parts of the school’s premises as stipulated by the School Business Manager.
- Clean and prepare the dining hall for the lunch time meal.
- Clean the dining hall after the lunch time meal. Correctly stack or put away all tables and chairs used during the lunch break in the dining hall.
- Using school provided material and equipment collect and remove all food rubbish from the dining area and the outside patio area and deposit it in the appropriate containers in the school bin yard.
- During the midday meal break, regularly patrol the corridors and monitor male and female toilets to ensure cleanliness and correct use.
- When necessary and as tasked, supervise student behaviour on the sports centre astro pitch during the midday meal break to ensure safe and appropriate use.
- Report unruly student behaviour to any member of the school’s senior management.
- Strongly encourage students to use waste bins when disposing of their rubbish and to notify any member of the school’s senior management when students do not or refuse.
- Notify the School Business Manager of any damage caused to any part of the area or toilets monitored.
- Be aware of current school security regulations and to carry them out as directed by the School Business Manager.
- Be aware of, understand and follow the schools safeguarding policies and all emergency, fire and evacuation procedures relevant to the allocated work location.
- Be required to change working areas as directed by the School Business Manager.
- Remain aware of upcoming school events through accessing or reading the school bulletin that will be forwarded to individual school email accounts.

**Post Title:**

Children’s Supervisor (*continued*)

**Training**

- In line with school requirements, children’s supervisors will be required to attend one Teacher Training Day (TED) to take and satisfactorily pass any training identified by the school as necessary for the safe and secure conduct of their post. This training will be identified by the School Operations Manager and confirmed in annual appraisals.
- A large element of training is carried out using interactive systems, children’s supervisors must be able to competently access and use web based training to remain current for their role.

**Uniform and personal protection equipment**

- This is a non uniformed position.
- During inclement or cold weather, children’s supervisors are required to provide their own cold or wet weather clothing and footwear.
- During the conduct of their duties, it may be necessary for children’s supervisors to wear a school provided high-visibility vest to easily identify them to students, staff and visitors.

**Meetings**

- Children’s supervisors are to attend a meeting once a term with the School Business Manager to identify any issues or concerns with their training, role, areas or working practices.

**General and review**

To understand and be prepared to support the ethos of the school by:

- Promoting good relationships with students, parents, colleagues, governors, LA and agency staff and visitors to the school.
- Promoting high standards of student behaviour inside the classroom and around the school generally, following the school’s behaviour policy.
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately.
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by CWLC and government policy.
- Being aware of all matters of health and safety related to the working environment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

*Christopher Whitehead Language College and Sixth Form has a strong commitment to achieving equality of opportunities in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.*

*Christopher Whitehead Language College and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications and Training</b>		First Aid at Work Emergency First Aid	Application form Certificates
<b>Experience and Knowledge</b>	Experience of using a range of ICT applications including Microsoft Office and email	Experience in a similar role	Application form Interview
<b>Personal Qualities and Additional Factors</b>	Excellent interpersonal and listening skills  Ability to deal with challenging behaviour from students  Ability to deal sensitively and appropriately with confidential information  Commitment to work as part of a team  Willingness to work flexibly and provide cover and support across the team		Application form Interview References

*This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.*