

**TEACHER OF**

**ENGLISH**

**APPLICATION PACK**

**Lunchtime Supervisor**

**Permanent**

**£11.59 per hour ( 10 hours per week)**

**Actual Salary £5,066**

**12.00pm – 2.00pm**

**(Monday to Friday)**

**Term time only**

**Start ASAP**

Contents

1. Introduction from the Headteacher
2. Information on the post
3. Job description
4. Person specification
5. Enhanced disclosure
6. School Location and Travel Information

**Introduction from the Headteacher**

Thank you for the interest you have shown in the post of Lunchtime Supervisor at our school. This is an excellent opportunity to join our dynamic staff team.

Pudsey Grammar School is a heavily oversubscribed mixed comprehensive secondary school located in the heart of the market town of Pudsey. Situated between Leeds and Bradford, the town has always valued its independence from its two larger neighbours. The school has a long and proud history stretching back to 1905. The school has 1350 students with a thriving and expanding Sixth Form of over 250 students, all taught in a state of the art building. The innovative and unique style of the building creates a calm atmosphere very different to many secondary schools.

I was appointed in 2014 and since then we have received a letter from Amanda Spielman (HMCI Ofsted) which stated we ‘have transformed all aspects of the school.’ This assertion was further underlined in 2018 when the increase in our exam results resulted in the school being the most improved school in Leeds and one of the most improved in the country (we were delighted to follow these achievements up with our best ever GCSE exam results in 2019 which were above the national average). The pattern of improvement continued in 2020 with our Year 11 students achieving grades which were outstanding. The school had a highly successful Ofsted inspection in April 2019 and was judged as good in all areas, including our Sixth Form.

In 2022, the school was selected to be a national Behaviour Hub school. This is a Department for Education programme led by the Governments’ School Behaviour Advisor, Tom Bennett, which identifies schools who have ‘an exemplary behaviour culture’. We are one of only 20 secondary schools out of 4000 who have achieved this prestigious accolade and we are working with other schools across the north of England to improve their behaviour cultures.

In 2023, the school was awarded £4million by the Department for Education to build a new Sixth Form to support the growth in student numbers across Leeds. This exciting new development is scheduled to open in early 2025.

We have a comprehensive House system which runs across all year groups with over 30 diverse competitions across the year for students and one each half term for staff too. House assemblies take place once every three weeks lead by our eight House Leaders. At the end of each academic year, the winning House is awarded our 80-year-old Victor Ludorum Cup.

We are aiming to be a centre of excellence and every indicator we have, we are on track to achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy.

The following passages are taken from the 2019 Ofsted report:

‘The Principal leads the school with passion and determination.’

‘Behaviour, both in lessons, and about the school, is good. Pupils treat each other and adults with respect.’

‘There is a calm and purposeful atmosphere.’

‘Strong leadership, at all levels, is at the heart of this school’s success. The Principal is very ably supported by an effective team of senior leaders. The Principal describes the middle leaders as the ‘engine room of the school’ and they are indeed a real strength.’

‘Staff morale is high. Staff, at all levels, have embraced the changes and are proud to be part of a successful school.’

The school has a long tradition in the town, being established as Pudsey Grammar School in 1905. Although the school is taught in a state of the art building, our core values of respect, resilience, integrity, compassion and ambition are highly traditional and are based on the goal of ensuring that every student reaches their true potential.

Our school is not just about the students gaining knowledge and qualifications, although these are extremely important. We believe in teaching young people core values of decency, social skills and how to be a good citizen in an ever changing world. We want their character to develop and grow, and for them to leave us with an inquiring and independent mind. We want our students to gain the best qualifications they are capable of whilst experiencing a range of opportunities which are second to none. As a result, the school is extremely popular with our community and is significantly over-subscribed every year.

Our Sixth Form, which is rated as good by Ofsted, has grown rapidly in recent years following significant investment and we now have over 250 Post-16 students studying at Pudsey Grammar. We have a strong tradition of ensuring students access the best universities, including Oxford and Cambridge.

Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong and this underpins the ethos of the school. We pride ourselves in the care and support that we give our staff and, as a result, there is a real team spirit in the school where people enjoy being part of our school community. Teaching and learning is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for

the students is excellent. We are currently redesigning our curriculum to ensure that the education we offer is second to none.

We offer fantastic support and professional development to staff, which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students on a daily basis.

The school is a Foundation Trust school and our partners include global companies such as ASDA and HSBC bank, alongside leading local business and training provider, Appris. These high quality links allow our school to offer excellent careers

opportunities to students across the ability range. As a result, the school has 0% NEETs at Year 11.

We are currently part of the Red Kite Teaching Alliance, which is providing outstanding opportunities and CPD for all of our staff. Subject Leaders attend their Collaborative Learning Groups, which allows them to network and share best practice. This is further disseminated through the school via regular Department meetings and weekly Teaching & Learning briefings.

This clearly is an exciting time to join our school.

If you have a desire to be part of one of the most exciting and rewarding schools to work in, which will also provide you with excellent development opportunities, please complete the application form. Any further details can be obtained directly from the school’s HR Team: [recruitment@pudseygrammar.co.uk](mailto:recruitment@pudseygrammar.co.uk)) or our website [www.pudseygrammar.co.uk](http://www.pudseygrangefield.co.uk)

**Mark McKelvie**

**Headteacher**

**Pudsey Grammar School**

**Details of advert**

**Job Title: Lunchtime Supervisor**

**Hours and working pattern: 10hpw, working days/times (Monday-Friday 12.00-2.00pm)**

**Grade: A1**

**Salary: £11.59 per hour (£5,066 Actual)**

**Start date: ASAP**

We are looking to appoint an exceptional individual to join our Lunchtime Supervisor team. The role would suit someone who enjoys working within a team and interacting with young adults. Prior school experience would be an advantage but is not essential as full training will be given. The successful candidate will be a friendly and confident individual with good listening and communication skills.

You would be working across three busy lunchtime sessions which are all well-supported by senior leadership, teaching and support staff.

The main duties of the role include:

* - Taking a lead in the cleaning and keeping tidy of the dining hall, ensuring a safe environment during lunch breaks and supporting the site team to clean the dining areas in between sessions
* - Being organised and able to work on own initiative, being comfortable in a busy environment
* - Supported by school staff, being effective in supervising pupils in the dining area and other parts of the school.
* - Showing a commitment to:
  + Working in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, prevent and our safeguarding and child protection policies)
  + Working with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary
  + Promoting the safeguarding of all students in the school

**Why work at Pudsey Grammar School?**

* Be part of a rapidly improving school
* Work for an organisation which has staff wellbeing as its core
* Embrace the opportunity to play a key part in the continuing transformation of the school
* Be part of a dynamic and enthusiastic team of staff who are ensuring our students are successful in every way
* Work alongside hub-schools in the Yorkshire and Humber region and University College London, with access to high quality Teaching and Learning training, networking events, CPD
* Belong to a supportive organisation which prides itself on high standards for staff and students
* Work in an award-winning state of art building

**This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted.  This includes only information publicly available on-line.**

**We promote diversity and want a workforce that reflects the population of Leeds.**

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

**Application Process**

Should you wish to apply for this position, please send the following to [recruitment@pudseygrammar.co.uk](mailto:recruitment@pudseygrammar.co.uk).

* A completed application form. Applications should be made electronically in Word or PDF format
* **Please be aware that we do not accept Curriculum Vitaes**
* In support of your application you may include a covering letter. This should be in addition to the completed application form.

**Closing date for applications: 15th April 2024 at 12.00 noon**

**Successful candidates will be contacted direct with details of the interview.**

**Interview date: 19th April 2024**

**Job Description – Lunchtime Assistant**

|  |  |
| --- | --- |
| **Job Title** |  |
| Post Purpose: | To take a lead in the cleaning and keeping tidy of the dining hall, ensuring a safe environment during lunch breaks and supporting the site team in ensuring the hall is cleaned between sittings.  Supported by school staff, to be effective in supervising pupils in the dining area. |
|  |  |
| Reporting to: | Duty Lead |
|  |  |
| Working time/working pattern: | Part-time/Term-time only/Permanent  10 hours per week  12.00pm – 2.00pm ( Monday to Friday) |
|  |  |
| Salary/Grade: | £11.59 Per Hour/Actual Salary £5,066 |
|  |  |
|  | |
|  |  |
| Main (Core) Duties: | * To help maintain a safe environment for students during lunchtime under the direction of the duty lead and other supporting staff * Supporting with the lunchtime processes, ensuring these run as smoothly as possible * To be responsible for promoting and safeguarding the welfare of students within the school |
|  |  |
| Responsibilities | * To take a lead in the cleaning and keeping tidy of the dining hall, ensuring a safe environment during lunch breaks and supporting the site team in ensuring the hall and dining furniture is cleaned in between sittings and ready for the next sitting in a timely manner. * Assist school staff in ensuring that students are behaving appropriately in line with the school’s Behaviour Policy at all times * Take responsibility for the cleaning of the dining area during & following each lunchtime session, ensuring the area is clean and safe and to a high standard. * To support staff in encouraging students to recycle appropriate items, put their litter in bins and to take pride in their environment.. * In the event of any spillage, to promptly clean the area and take necessary action immediately to ensure H&S compliance * Work under the supervision of the Duty Lead in regard to behaviour at lunchtimes, including positive and negative behaviours * Being aware of responsibilities under child protection legislation and reporting concerns to a designated Child Protection Officer. * Ensuring that the Duty Lead is made aware of any information that might relate to a student or other building user’s H&S * To deal with any event of injury immediately, referring to the appropriate person and following the school’s policies and procedures. * To undertake broadly similar duties commensurate with the level of the post * To actively participate in any appropriate training when required and engage with the school’s appraisal process   To adhere to all school policies |
|  |  |
| Relationships | * The post-holder will be required to work flexibly to deliver an efficient Service * There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers |
|  |  |
| Safeguarding | * To work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, prevent and our safeguarding and child protection policies) |
|  |  |
| Physical conditions | * The post is based at Pudsey Grammar School * The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request * This post is subject to an enhanced Disclose and Barring Service check * The school operates a non-smoking policy |
|  |  |
| Prospects | Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder. |
|  |  |
| Training | The school encourages training both “in-house” and external to meet the needs of the individual and of the Service. |
|  |  |
| Any Special Conditions of Service: No smoking policy | |
|  | |
| This job description is to assist staff joining Pudsey Grammar School to understand and appreciate the work content of their post and the role they are to play in the organisation.  Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.  Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.  All new appointments of support staff are made subject to the satisfactory completion of a six-month probationary period. | |
|  | |
| **Statement:**  **This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted.  This includes only information publicly available on-line. The employee may be subject to rechecking as required from time to time.**  **All appointments are subject to satisfactory references.**  Pudsey Grammar School is an equal opportunities employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the school’s services.  We promote diversity and want a workforce which reflects the population of Leeds.  Dated: 12/03/2024 | |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| SKILLS | Ess | Des |
| Ability to control and supervise students |  | \* |
| Patience, fairness and consistency | \* |  |
| The ability to stay calm | \* |  |
| Good communication skills | \* |  |
| The ability to work as part of a team | \* |  |
| The ability to form good relationships with staff and students | \* |  |
| The ability to maintain confidentiality over matters relating to the school | \* |  |
| To be able to follow school policy and procedure | \* |  |
| The ability to ensure the health and safety of students, following the school’s process for reporting incidents | \* |  |
| To be responsible for promoting the safeguarding and welfare of children and young people within school | \* |  |
| BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS | Ess | Des |
| Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council. | \* |  |
| Willing to carry out all duties having regard to an employee’s responsibility under the Council’s Health and Safety Policies | \* |  |
| To display a responsible and co-operative attitude to working towards the achievement of the school’s aims and objectives | \* |  |
| An ability to respect sensitive and confidential work. | \* |  |
| Commitment to own personal development and learning. | \* |  |
| Able to respond flexibly to meet daily demands of the role, showing independence and being proactive | \* |  |
| Able to work collaboratively with the wider Student Support Team | \* |  |
| A willingness to become involved in the wider aspects of the school |  | \* |

**Enhanced Disclosure**

Thank you for your interest in this post at Pudsey Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as “spent” under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***

**School Location and Travel Information**

### Pudsey Grammar School

Mount Pleasant Road

Pudsey

Leeds

LS28 7ND

### Tel: 0113 2558277

### [www.pudseygrammar.co.uk](http://www.pudseygrangefield.co.uk)

Instagram/Twitter/Facebook - @PudseyGS

