



Framwellgate School Durham

Lunchtime Supervisor

Candidate Information Pack

Salary – £17,711 - £18,065 (FTE per annum, pro rata to weeks and hours worked)

About the school

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are approximately 1115 students on roll including 130 in the Sixth Form. Our roll is projected to increase by a further 100 in September 2019, and within the next three years, we envisage a roll of 1400 including 230+ in the sixth form. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

Aims and ethos

Framwellgate School Durham is a community that values learning and celebrates achievement. We are an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was a new ethos statement (above) which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement. Our new school uniform was introduced in September 2018 and is being phased in over the next two years.

Job Description: Lunchtime Supervisor

Job Title	Lunchtime Supervisor
Grade	FSD2 (SCP 2-3)
Salary	£17,711 - £18,065 –FTE pa pro rata to weeks and hours worked
Hours of Duty	12.30pm – 1.45pm (6.25 hours per week), term time only with flexibility to work additional hours as required
Postholder	Vacancy
Responsible to:	Central Services Co-ordinator
Principal function	To provide a general supervision and support service over the lunchtime period
Main areas of responsibility	<p>As lunchtime supervisor you will be involved in a rota to supervise students both in and outside the school buildings. This will involve you having to:</p> <ul style="list-style-type: none"> • Control the dinner queue • Supervise students eating their lunches • Ensure tables are cleared, wiped down and that the dining environment is kept clean • Ensure food taken from the dining hall is eaten in designated areas • Control behaviour of students while they eat their meals • Keep students out of the school when they should be outside • Check that groups of students do not loiter in prohibited areas (such as the toilets) • Control behaviour of students in the yard • Ensure that students adhere to the school's Behaviour Policy • Report any accidents that occur around school
General Responsibilities	<ul style="list-style-type: none"> • All staff are expected to safeguard and promote the welfare of all students with whom they come into contact, and must adhere to the school's Child Protection and Safeguarding Policy. • All staff are expected to carry out their duties with full regard to the school's Behaviour Management and Exclusions Policy, Anti-Bullying Policy, Equality, Diversity & Community Cohesion Policy, Single Equality Scheme and Medical Needs Policy. • All staff must follow the school's Health and Safety Policy. • All staff must comply with all school policies, including the No Smoking Policy.
Additional Information	<ol style="list-style-type: none"> 1. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. 2. The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder. 3. The post will be reviewed at least once every two years



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	and it may be subject to modification or amendment at any time, after consultation with the post holder.
The above responsibilities are subject to the general duties and responsibilities contained in the relevant Conditions of Service.	
Other duties may be allocated from time to time, commensurate with the grade of the post.	

Person Specification: Lunchtime Supervisor

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none">• Experience of, and the ability to undertake, lunchtime supervision duties.• Experience of maintaining a safe environment for students	
Knowledge & Skills	<ul style="list-style-type: none">• Able to communicate effectively with a range of people	
Personal Attributes	<ul style="list-style-type: none">• Able to form good relationships with students, staff and service users• Able to follow direction from Line Manager• Able to work flexibly to meet deadlines and respond to unplanned situations, under the guidance of senior staff• Ability to follow the school behaviour policy and deliver this to students when required• Evidence of excellent attendance and punctuality record• Commitment to the highest standards of child protection• Recognition of the importance of personal responsibility for Health and Safety• Commitment to the school's ethos, aims and its whole community• Willingness to undertake training in relevant courses• Enthusiasm, commitment to the role and a willingness to learn, acquire new skills and develop existing ones	

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS with barred list check will be required for this post, together with completion of a pre-employment health questionnaire.

The Application Process

Please complete the Application Form available from www.jobsinschoolsnortheast.com or www.framdurham.com

Guidance on completing the application form:

Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words. Your completed application form should be emailed 'in confidence' to Thompson.f@framdurham.com by **Friday 21st June – 8.30a.m.** All applications will be acknowledged by email.

Shortlisting and interviews will take place shortly afterwards.

We would welcome applications from people who would be interested in this role and the cleaner role currently advertised as it may be possible to combine the two roles. If you wish to apply for both roles please state this clearly on the front of the application and address the person specification for both roles in your answer to section B.