

QUEEN ELIZABETH'S HIGH SCHOOL

11-18 Mixed Grammar School

Headteacher: Mr David Allsop, BA(Hons) MSc NPQH



Vacancy Information Booklet

Midday Supervisory Assistant

Permanent/Part-time (7.5 hours per week term time only)

Closing Date: Midday on Wednesday 29th January 2020

Inside this booklet you will find information about QEHS, more details about the vacancy, a detailed job description, as well as information about how to apply.



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. Tel (01427) 612354 ·

Website: www.qehs.lincs.sch.uk Email: office@qehs.lincs.sch.uk



THE SCHOOL

Queen Elizabeth's High School is a school where children can grow and develop into successful young adults who are equipped with the knowledge, skills and qualifications to follow their dreams and aspirations. Qualifications are a key element of that success and our past results at both GCSE and A level speak for themselves; we are regularly listed in The Times top 200 schools list. However, education is more than that, and here at QEHS we provide a safe environment in which young people can grow and learn who they are, what interests them and who they would like to be in the future.

Intellectual curiosity is encouraged, as is scholarship. Our House system encourages healthy competition as well as developing team work and leadership. It also forms the basis of our pastoral support and all students are allocated a House when they enter in Year 7.

At QEHS we are proud of our heritage but are always looking forward, embracing changes which will benefit our students both now and in the future.

QEHS is very much a local grammar school and we are pleased to have made the positive choice to remain with the Local Authority. This allows us to continue to work both within our immediate locality and also more widely across the Counties that surround us, providing outstanding education and aspiration to the young people of Gainsborough and its surrounding villages and towns.

The governors, staff, parents and students all created our School Aims which are as follows:-

- *At Queen Elizabeth's High School, we aim for high standards in all we do.*
- *We strive to fulfil the potential of each student. We set out to develop knowledge, understanding, skills and values and we encourage endeavour and achievement of all kinds, academic, sporting, artistic and personal.*
- *We aim to achieve this through a carefully planned, broad education in which enthusiastic teachers use a variety of teaching styles in activities inside and outside the classroom. We work hard to involve students and parents in responsibility for learning. Staff set themselves high standards and expect the same from students. All members of the QEHS community are encouraged to contribute to the whole and from that gain a genuine sense of belonging.*
- *We aim to maintain a friendly and caring atmosphere, in which students and staff share a mutual respect. We expect responsible behaviour from students; they can expect fair treatment from staff. We intend to keep parents and students fully informed about our policies and achievements and to listen to their views.*
- *When they leave Queen Elizabeth's High School, we want students to be well-balanced adults, inspired to continue their learning and able to contribute positively to society. We recognise that school provides a solid and firm foundation upon which students build their lives. As such, we focus on traditional values set in a modern-day context.*
- *Queen Elizabeth's High School is committed to the highest possible standards of child protection.*

Staff appointed to the School would need to be comfortable with these aims and reflect them in their work. Existing staff are generous in giving of their time to support individual students and activities outside the classroom.

The selection criteria for student admission to QEHS in Years 7-11 benefits children of staff who have worked at our school for more than two years, or who are recruited to fill certain key posts such as this one. See the full Admissions Policy on our school website (www.gehs.lincs.sch.uk) .

THE VACANCY

A vacancy has arisen for a Midday Supervisor at our school. The successful candidate will work within a team of Midday Supervisors and one Senior MSA.

The team of MSAs report daily to the Senior MSA who, in turn, reports to the duty member of Leadership Team and/or the Deputy Headteacher (Students & Welfare).

The purpose of the role is to supervise students during the midday break in order to keep them safe. Any incidents, injuries and other issues relating to Health and Safety must be recorded/reported using correct procedures. The role involves moving around the site, both inside and outside, for the duration of lunchtime throughout the year.

In order to achieve this goal it is imperative that teamwork and communication are paramount.

Candidates should find the job description enclosed in this booklet useful in describing the work expected of the successful applicant.

The salary scale for this post is G2:6. This equates to £3,037 per annum/£253 per calendar month.

The successful candidate will work 7.5 hours per week/38 weeks per year (term time only). Generally the working hours will be 12.20 to 13.50 each school day.

Queen Elizabeth's High School offers a friendly working environment and extensive benefits for staff. These include a local government pension scheme, tax efficient childcare vouchers, a cycle to work scheme and continuous CPD. In addition, children of our staff feature favourably in the admissions criteria (subject to length of service or skills criteria).

JOB DESCRIPTION



JOB DESCRIPTION & PERSON SPECIFICATION

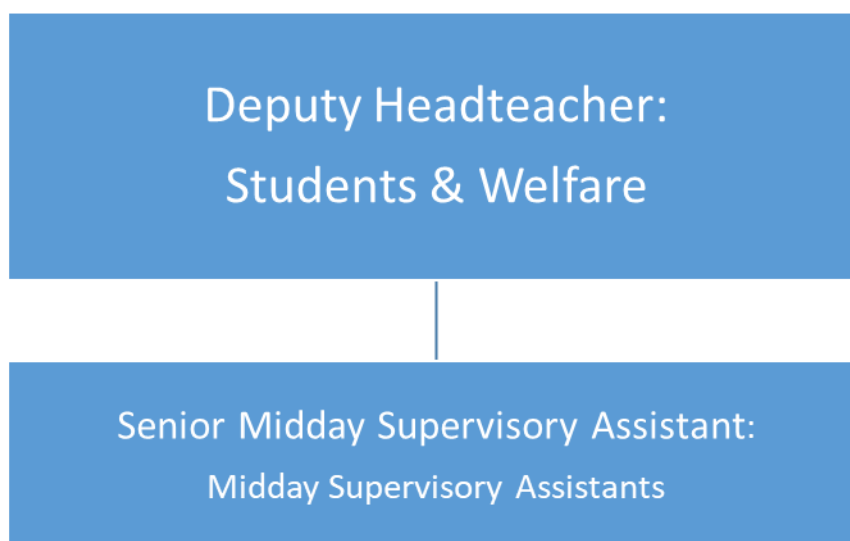
Director Area: Children's Services	Job Ref Number: 01-102
Service Area: Queen Elizabeth's High School	Grade: 2
Job Title: Midday Supervisory Assistant	

PURPOSE OF JOB:

To be responsible to the Headteacher through the Deputy Headteacher (Students & Welfare) for the supervision of children during the midday break and to keep a record of any students who break the rules.

This record will be checked weekly by the pastoral deputy.

TEAM STRUCTURE:



MAIN DUTIES:

1	Supervise children during the lunch break in the playground, classrooms, Library, corridors, dining areas, cloakrooms, toilets and all general areas where students are permitted during this break. (There will be areas assigned to each individual).
2	To respond to incidents which cause concern, within guidelines provided, to record these and to refer to pastoral staff any major incident.
3	In addition to the duties outlined above, the general conditions agreed nationally apply to all manual workers jobs. These relate to complying with legal requirements and codes of practice, working conditions inherent in the job, completion of any necessary paper work and undertaking duties for posts up to and including those in the same grade.
4	The postholder is expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Experience of working with children	A, I		✓
Ability to deal with conflicting priorities at any time	A, I	✓	
Good verbal communication skills	I	✓	
IT skills	A, I		✓
Ability to work well within a team	A, I	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

HOW TO APPLY

The closing date for this vacancy is midday on Wednesday 29th January 2020.

Potential applicants are welcome to telephone (01427 612354) if they have any questions about the post. Please complete and sign the Lincolnshire County Council Standard Application Form (available on our website). A letter of application can be submitted to accompany the formal application form which must be succinct, limited to one side of A4 paper and is an opportunity to explain how you believe your own experience equips you for the post and also for you to outline how you would approach this new role at QEHS.

Completed applications should be submitted by email to recruitment@qehs.lincs.sch.uk **by midday on Wednesday 29th January 2020.**

We will contact your referees for a reference before the interviews and, for shortlisted candidates, the references will be taken into account in deliberations at the conclusion of the final panel interviews.

Candidates are required to bring to interview evidence of all relevant qualifications listed on their application as well as certificates for A Level, degree and other qualifications acquired. Please also bring proof of identity, including at least one item of *photographic* evidence (current passport or new style UK driving license with associated counterpart licence). A list will be provided detailing which documents can support your application. Please be aware that at least one document should include your National Insurance number.

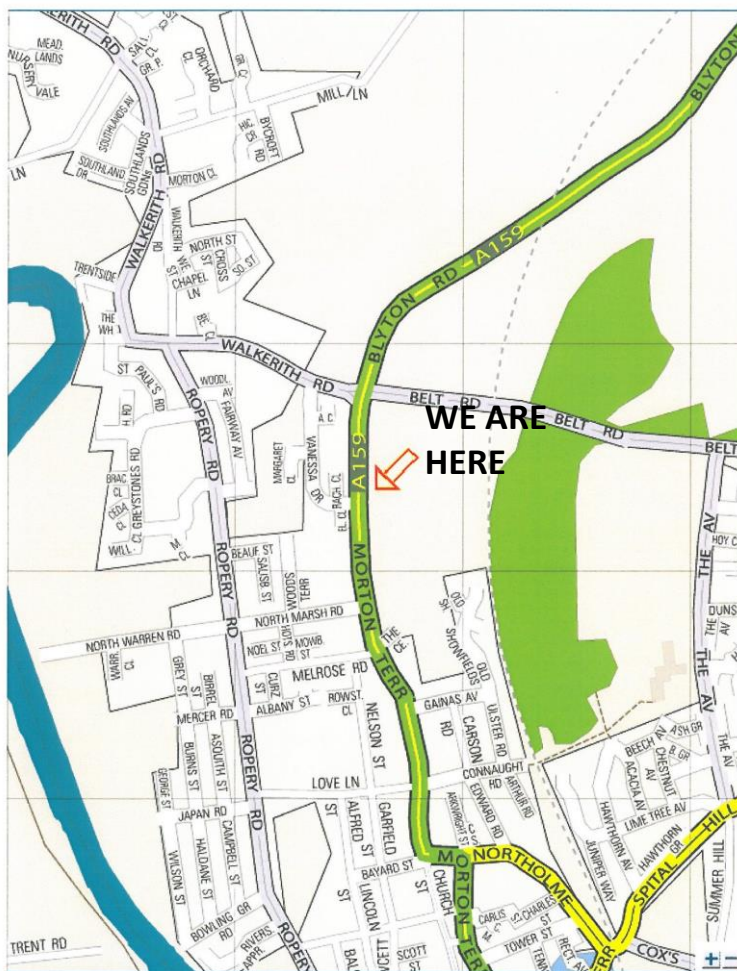
Queen Elizabeth's High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Queen Elizabeth's High School is committed to equal opportunities and staff development. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, marital status, religion, disablement or criminal record (QEHS policy 17a). Members of staff are expected to set a good example in their appearance and smart office dress is a good guide for all staff.

Selection criteria and procedures will be frequently reviewed to ensure fair treatment and efficient selection. Successful applicants will be provided with access to the Staff Handbook in plenty of time to prepare for their new post. We are always happy to see new staff in school if they are able to visit us for preparation before taking up their appointment. There is an induction programme for new staff.

QEHS and Lincolnshire Children Services are committed to the highest standards of child protection staff development

THE TOWN



Gainsborough is situated in the north of Lincolnshire on the banks of the River Trent, the County's western boundary. It is within easy reach of the A1 and is Britain's most inland port, with a population of just under 20,000. Gainsborough's Old Hall, a fifteenth century manor house, is a local tourist attraction and, though it sits in a generally agricultural district, the town has both light and heavy industry.

Education in Lincolnshire schools is uniform to the end of the primary phase, but there is a range of good schools in the secondary sector, varying from selective to comprehensive. There has been more than the national average of academy conversions over the past few years. In the Gainsborough area, there are a number of very good primary schools; in the secondary sector, as well as Queen Elizabeth's High School, there is The Gainsborough Academy (TGA), an 11-16 non selective school.

MORE ABOUT OUR SCHOOL

We have a thriving extra-curricular program in which almost all students take some part throughout the year. It includes wide-ranging house competitions from music, through cooking to drama, art and chess.

Students in all key stages are offered opportunities to visit France, Germany and Spain. There is a thriving German exchange programme for Year 10 and the 6th Form.

We have a full and growing international dimension to our offer which includes links with schools in China and Tanzania with regular exchanges of students and staff.

Each year the School holds an Inter-House Debating competition sponsored by the local Rotary Club. Winners go through to the 'Youth Speaks' competition in Lincoln.

Every two years the Geography department organises a trip for some students to Iceland