Chapel-en-le-Frith
High School

BRIEFING FOR APPLICANTS

Midday Supervisor

Part-time, 6.40 hours per week
Term time only

£ 10.60 per hour

Chapel-en-le-Frith High School
Long Lane, Chapel-en-le-Frith
High Peak, SK23 0TQ

01298 813 118
enquiries@chapelhigh.org.uk
www.chapelhigh.org.uk

Chapel-en-le-Frith
High School

An introduction to our school

Our school is an 11-16 mixed, community, comprehensive school of around 950 students. We are lucky to be based in a relatively new building, with great facilities, on a beautiful site at the edge of the Peak District market town of Chapel-en-le-Frith. The Peak District National Park is quite literally on the school's doorstep and provides endless opportunities for walkers, cyclists, mountain bikers, climbers, cavers and other outdoor enthusiasts.

The nearest big towns to the school are Buxton and Stockport but good transport links mean that the school's staff travel from a wide area with many commuting from Manchester, Sheffield, Chesterfield and the towns of East Cheshire. A sizable contingent of staff live in the villages of the Peak District. For anyone considering relocating it is a wonderful area in which to live, with a good mix of housing, decent schools, easy commutes and a good quality of life.

We believe that our school is unusual in many ways. Perhaps the most obvious of these, which may even make us unique, is structural. The current school was formed by merging, in a new building, the local area special school with the existing high school. The special school became the current 35 place enhanced resourced SEND provision, always referred to simply as 'Learning Support' in school. To meet the moderate to severe special educational needs of its cohort, Learning Support operates as a 'school within a school'. The Learning Support department runs a full independent curriculum with significant dedicated SEND trained staffing. Whilst Learning Support can provide an independent, tailored, learning experience for students, in every other way this cohort is fully integrated into the life of the school. This arrangement makes for a wonderfully inclusive school with young people who are very accepting of difference. Our inclusive approach spreads more widely too and we often buck local and national trends by accepting students with difficult and complex backgrounds.

This inclusivity does however make the school's published data rather tricky to interpret. The DfE data effectively merges the results of an average sized comprehensive school with that of a special school. In short, we are rather better than the league tables make us look. Some years ago, we set ourselves a challenge; "*to achieve results ranking alongside the best schools nationally; whilst remaining a highly inclusive, friendly, community school*". We have not achieved this yet, but it is a mantra that has guided us since. Undoubtedly, the balance between inclusivity and excellence is a difficult one, but both governors and staff are fully committed to making it work, despite its undoubted challenges in the current educational environment.

We think that we are different in other ways too. Our governors value the arts and creative subjects and we retain high uptake in these areas. We are not a top-down organisation; we are a team, and we work together to do the best we can for the young people in our care. If you join us, you can become involved in developing the future of our school community. Perhaps most importantly, we recognise that happy, committed staff make for a successful school; we work really hard to look after and develop our staff.

Visitors to our school notice these differences. People frequently comment on the sense of community, the calm atmosphere, and the fact that our staff smile, joke and enjoy what they do. At the start of our most recent Ofsted inspection the lead inspector commented, after meeting the staff in briefing, that he had never met such a welcoming, smiley and relaxed staff team at the start of an inspection. The report from that inspection, in May 2019, gives a very good picture of the organisation that we are.

Like most schools, we have our strengths and weaknesses. We are proud of the work we have done recently on curriculum development, on teaching and learning and on research-based practice, with many staff now engaged with research and further professional qualifications. Our challenges remain those of many rural schools, getting our results to be clearly above average requires that we better engage disadvantaged students and that we raise aspirations of boys in particular.

We are in the minority of secondary schools that remain local authority run. This is by choice after careful research and consideration. We are not, however, an isolated school. We have good links with other local schools, with local further education providers and with universities. We are a member of the Peak Edge Group of local primary and secondary schools.

Chapel-en-le-Frith
High School

Safer recruitment and our values

The school uses robust safer recruitment procedures that meet the requirements of Keeping children safe in education . These processes are designed to deter and prevent people who are unsuitable to work with children from applying for or securing employment or volunteering opportunities in the school.

Our safer recruitment processes form a vital part of our whole school approach to safeguarding and are an essential part of creating a safe environment for our learners. Further details on the safer recruitment of staff in school can be found in our Child Protection and Safeguarding policy which is linked here.

When you apply for a job in our school you will be asked to disclose any previous criminal convictions. You will be asked to provide a full employment history and the names of two referees. One of these referees must be your most recent employer and, if the employer is a school, must be the headteacher. We will follow up on any issues raised by your references at interview and we may contact your referees to verify their identity or for further information.

Everyone who works in the school, including volunteers will have appropriate Disclosure and Barring (DBS) checks. For teachers, qualified teacher status will be checked. Appointment to a post will be subject to satisfactory references, satisfactory DBS checks, the checking of qualified teacher status (for teachers), checking of the right to work in the UK, and health clearance.

Chapel-en-le-Frith 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.

Chapel-en-le-Frith High School is committed to creating an inclusive workplace which promotes and values diversity in age, gender identity, race, sexual orientation, physical or mental ability and ethnicity. We expect our staff and volunteers to share these values.

Chapel-en-le-Frith
High School

Job Description

POST TITLE:	Midday Supervisor
GRADE:	Grade 3 / Point 2
RESPONSIBLE TO:	Midday Manager
HOURS PER WEEK:	6.40
WEEKS PER ANNUM:	38
POST OBJECTIVE:	To provide efficient and effective midday supervision of pupils.
OTHER CONSIDERATIONS:	The postholder will be responsible to the Midday Manager for the supervision of children from the close of morning school to the re-commencement of school in the afternoon.

DUTIES AND RESPONSIBILITIES:

1. To supervise the orderly queuing of students waiting to enter the Dining Room.
2. To supervise the orderly behaviour of students in the Dining Room, ensuring they are left in a tidy state.
3. To supervise the orderly behaviour of students inside and outside the school buildings.
4. To monitor persons leaving and entering the school premises during the lunch-break and to report on any persons loitering adjacent to the school grounds.
5. To monitor the entry of students to the school buildings during the lunch-break, ensuring entry is restricted to those with valid reason.
6. To resolve minor discipline problems in accordance with school regulations and report persistent unruly behaviour to the Midday Manager.
7. To distribute and ensure the correct return of outdoor sports equipment.
8. To set up and return equipment for wet weather days as required.
9. To comply with the requirements of Health and Safety, COSHH and other relevant legislation and school documentation.
10. To understand and comply with the school's Equal Opportunities Policy and Data Protection Policy.

11. To undertake any other reasonable duties within the overall function, commensurate, the grading and level of responsibility of the job.

Midday Supervisor – Person Specification

Essential

1. Excellent interpersonal skills dealing with young people aged 11-16.

2. Ability to work flexibly as a member of a team covering the range of lunch-time school activities.

3. Good communication skills and ability to liaise with teaching staff or pupil related matters.

Desirable

1. Good First Aid skills or willingness to attend appropriate training courses.

2. Some experience working in a hectic environment, overseeing large number of young people.

Chapel-en-le-Frith
High School

Notes on Applying

Applying for any job is time consuming and difficult, these notes aim to make it easier!

Please note: we do not use the Derbyshire County Council online application process. You need to either complete a paper application and post it or word process the application and e-mail it to us. An electronic version of the application form, as well as details of this post, can be downloaded from our website www.chapelhigh.org.uk.

The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten, but if you do write it by hand please use black ink. Indicate clearly on the front page the post you are applying for.

From a safeguarding point of view we are required to ensure that there are no unaccounted for gaps in your employment or educational history. Please explain any gaps that do appear; notes like "gap year" or "bringing up children" are really helpful.

Referees

Please use referees who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific over addresses and contact details, e-mail addresses are very useful. One referee must be your current or most recent employer; if you are working in a school it should be your headteacher. References will not be accepted from relatives or from people writing solely in the capacity of friends.

The Supporting Statement or Letter of Application

The supporting statement or letter is probably the most important part of your application. You should make statements which demonstrate how your qualifications, personal qualities and experience match the post, focus on the impact of any work you have done. You should take particular care to demonstrate how you meet the person specification included as part of these details.

CVs

In line with current safeguarding guidance we do not accept CVs. Please do not waste your time by submitting a CV.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. For teaching posts referees are contacted prior to the interview stage. If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

Appointments

Appointments are made conditional upon the successful candidate meeting the Local Authority's requirements for health; satisfactory references; satisfactory DBS checks; qualification checks and (for teachers) checking of Qualified Teacher Status.

Submitting your Application

When you have completed your application, the completed form and covering letter should be posted to the school, addressed to the headteacher, to arrive before the closing date. You may e-mail applications to dhibbert@chapelhigh.org.uk