



Stoke Newington School  
& Sixth Form

Recruitment Pack  
**Lunchtime Supervisor**  
Immediate Start

Compassion



Ambition



Resilience



Excellence



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# Headteacher's Welcome

Dear Applicant,

A warm welcome to Stoke Newington School (SNS) and thank you for your interest in the post for **Lunchtime Supervisor**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a “Good” school with many strengths. Our students are “proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils,” and “teachers have strong subject knowledge and are passionate about their subjects.”

The successful candidate will:

- care deeply and have high ambitions for every one of our students.
- be flexible and adaptable.
- ideally have some experience of working with young people in a school or other setting

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer  
Headteacher





## Our core values and expectations for every student

At Stoke Newington School and Sixth Form, we want all our students to be proud of the school in which they study and be respectful and engaged members of the SNS community.

### Compassion

We are polite and courteous and keep our voices quiet to show consideration for our community.

### Ambition

We actively participate in lessons and use the feedback given to us to go above expectations.

### Resilience

We understand that mistakes are part of learning and strive to work hard, even when the task may be challenging.

### Excellence

We take pride in our smart appearance, the brilliant work in our books and our commendable behaviour.

## Equality at SNS

**We are incredibly passionate about creating a fair and equal community within our school. We set out these objectives to achieve and maintain an environment where every young person feels valued, cared for, and empowered to succeed.**

### Objective 1

Actively close gaps in attainment and achievement between pupils and all groups of pupils; especially pupils eligible for free-school meals, pupils with special educational needs and disabilities, looked after children and pupils from minority ethnic groups.

### Objective 2

Reduce the incidence of the use of racist, homophobic, biphobic, transphobic and sexist language by pupils in the school.

### Objective 3

Promotion of cultural understanding and awareness of different religious beliefs between different ethnic groups within our school community.

### Objective 4

Monitoring and promotion of the involvement of all groups of pupils in the extra-curricular life of the school, including leadership opportunities, especially pupils with special educational needs and disabilities.

## Performance

You can view and download the full 2022 Ofsted report [here](#). For performance tables and more statistics about our school, please visit our page on the [Department for Education website](#).

## Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.



### Development and Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

### Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the absolute best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit. It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important

moments. As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

## Pensions



Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

## Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

## Getting to Work

**By public transport:** Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

**By car:** We have on-site parking. Applications will be considered on an individual basis. Please note, Stoke Newington School resides on a School Street which means you cannot enter Clissold Road between 8.30am-9.30am or 3pm-4pm. You can leave the road at any time.

**Cycle Scheme:** We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

### Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

### SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.





# Job Advertisement

## Lunchtime Supervisor

Required for immediate start

**50 minutes per day, 4.16 hours per week, term time only**

**Fixed term 1 year**

**Scale 4 - £3,107 - £3,243 per annum**

We require an outstanding and driven Lunchtime Supervisors to support the Canteen in this excellent and creative school which has 1700 students and over 200 staff.

### The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is especially committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education. Stoke Newington School is dedicated to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

### How to Apply

If you are interested in joining our team please apply via [TES](#).

Alternatively, you can download an application pack from our [website](#). When completing your application form, please name your application file with your full name and the role you're applying for and submit to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk).

The closing date for receipt of applications is **midday Wednesday 15<sup>th</sup> January 2025**.

Interviews will be held on **Tuesday 21<sup>st</sup> January 2025**.

We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we are committed to safeguarding and promoting the welfare of children. A DBS clearance is a statutory requirement for all positions.





# Job Description

**Title of Post:** Lunchtime Supervisor

**Salary:** Scale 4 - £3.107 - £3,243

**Reporting to:** Senior/Deputy Lunchtime Supervisor

**Function of the Post:**

The post holder will be responsible for the safety, welfare, and good behaviour of students during lunch break. This will involve effective supervision of pupils in the dining areas.

## Main Tasks and Responsibilities

- Supervision and control of pupils in for your assigned work area, which could include club, corridor, toilets, play area or dining area supervision.

### Pupil Health & Safety:

- Ensure that any pupils suffering from accident or injury are dealt with appropriately.
- Promote and safeguard the welfare of children, young and vulnerable people.
- Ensure pupil safety and wellbeing, providing emotional support where necessary.
- Report child protection concerns appropriately.
- Be aware of student circumstances, eg special needs, allergies, family background, etc. where necessary.
- Support emergency procedures such as fire evacuation.

### Pupil Behaviour Management:

- To positively promote healthy, safe, responsible and considerate behaviour by students.
- To build positive and appropriate relationships with students, providing an appropriate role model and leading by example.
- Appropriately deal with and report unacceptable behaviour according to school policy.
- Encourage social skills and good manners.
- Maintain order and discipline.
- Deal with incidents, including fights that may occur by intervening or calling for assistance.
- Ensure all pupils leave at end of lunch and return to their lessons.
- Prevent and deal with bullying behaviour, be aware of changes in friendship.

### Team Performance:

- To be willing and flexible to work in other teams as and when required.
- To take direction from Senior and Deputy Lunchtime Supervisors and other Senior Members of staff.
- Share responsibility with other lunchtime supervisors.
- Being aware of the cultural differences between pupils.
- To pro-actively engage children in different activities.
- Promoting and marketing activities to ensure maximum attendance.
- Raise any areas for concern and suggest improvements.
- To cover for absent staff in all teams when requested by Senior.



- To maintain a communicative and supportive relationship with other members of the team
- Supervision and control of pupils in for your assigned work area, which could include club, corridor, toilets, play area or dining area supervision.

### **School Security and Facilities**

- Be able to operate special equipment and software relative to the work area eg tills, TVs, projectors, games, etc.
- To maintain the condition of the area for which you are responsible, ensuring that it is left clean and tidy at the end of lunch. This may include basic cleaning or ensuring any litter that may cause a H&S hazard is removed
- Monitor security around the perimeter of school including playing areas, toilets, dining halls, clubs and classrooms.
- Check all areas for signs of smoking and vandalism.
- Supervise and control pupil inside premises during inclement wheatear.
- Be observant of intruders in the school premises and report to Deputy/Senior immediately.

### **General Requirements and Skills:**

- Ability to demonstrate a flexible approach to work
- Ability to offer reliability and punctuality
- Ability to keep calm under pressure or during unexpected circumstances
- Ability to demonstrate common sense and initiative
- Ability to be firm but fair at all times
- Willingness to participate in in-house training for the role
- Willingness to maintain confidentiality on all school matters
- Willingness to work in all weathers
- To abide by school policies and procedures, including all equalities procedures.
- To undertake any other duties appropriate to the nature of the post and the skills of the post-holder that may be required.
- The post holder must at all times carry out his/her responsibilities with due regard to organisation and arrangements for Health and Safety at work.
- To adhere to the ethos of the school – to promote the agreed vision of the school, to set an example of personal integrity and professionalism, attendance at appropriate staff meetings
- Enhanced DBS check.



## Skills and Abilities

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND TRAINING</b>		
• GCSE Maths and English, Grade A-C		✓
<b>EXPERIENCE</b>		
• Experience of working with young people in a professional or personal capacity.	✓	
<b>SKILLS</b>		
• Ability to confidently and firmly, but appropriately work with young people	✓	
• Good written skills	✓	
• Good verbal communication skills	✓	
• Ability to keep calm under pressure or during unexpected circumstances	✓	
• A flexible approach to work	✓	
• Energy and enthusiasm	✓	
• Ability and willingness to take direction and follow school procedures	✓	
• Ability to work as part of a team	✓	
• Willingness to undertake first aid and fire marshal training	✓	