



HOWDEN SCHOOL

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Headteacher: Mr G Cannon

January 2019

Dear prospective colleague

Midday Supervisor Vacancy

Please find enclosed further information regarding Howden School and the role of Midday Supervisor.

The closing date for applications is 28 February 2019, however candidates may be interviewed before this date and you are advised to apply early to avoid disappointment. Please send completed application forms to Mrs A Orley (aorley@howdenschool.net). Please note that Howden School is a safeguarding community and we do not accept Curriculum Vitae by way of application.

If you would like to arrange a tour of the school, please contact Mrs A Orley on 01430 433 101.

Yours sincerely

Mr G Cannon
Headteacher

Report Bullying Concerns at beatbullying@howdenschool.net



Howden School Recruitment Information Pack



The School

Howden School is delighted to share the exciting news that it has become an Academy and joined The Consortium Academy Trust (TCAT) as from 1 September 2018.

We are all very pleased to be entering this next stage in the development of the school which shares many common values with our partners at TCAT including placing children at the centre of everything we do. We have a number of long standing relationships with the other schools in TCAT and these relationships have been built around improving the outcomes for young people in the East Riding of Yorkshire. It was important to us to work with several schools in a local context and we have found this in TCAT.

Howden is a small 11 – 16 community school in the East Riding, with over 690 students on roll. We are a popular school in the local community. We are proud of Howden's excellent record of academic and sporting success which prepares our students for their future. Our examination results at the end of Year 11 are above national averages and increasing.

When Ofsted carried out their most recent full inspection in February 2016 they found us to be a Good school in all four key areas. In the report they said 'Outcomes are good because from their starting points, pupils make good progress in their subjects. Behaviour around the school is good, pupils want to come to school and their attendance is above average. Pupils respect each other, members of staff and the environment.

At Howden, we set and maintain high standards and expectations in terms of teaching, aspirations, behaviour and appearance. We believe that all young people have a right to a high quality educational experience, which provides the appropriate conditions for learning and helps them to achieve their full potential. We encourage our students to take responsibility for their learning and aim to provide opportunities for them to contribute towards the decision-making process through Student Voice.

It is our mission to continue to work with everyone connected with the school, 'Team Howden' as we refer to ourselves, to improve still further in order to fulfil our goal to become an outstanding school. For us though, school life is not about statistics, or even Ofsted. It is our core belief that as a school we should be striving to help each child to achieve their potential, preparing them to become good citizens and providing them with a safe, supportive learning environment where they are happy and can thrive.

Feedback from staff, students, parents and carers and our local community suggests to us that we are pretty successful at doing these things. However, we are not complacent. We know that we must continue to improve further in order to become the best that we can be.

The school is fortunate in having an excellent team of staff, both teaching and support, and a great amount of time is given for extra-curricular activities. We often have in excess of 150 teams, clubs and events available for students in any one academic year. These activities support our strong pastoral system which helps to further develop our core values

We hope that you will choose to join us at 'Team Howden'. If you require any further information please feel free to contact the school.



THE CONSORTIUM
ACADEMY TRUST



Vacancy – Midday Supervisor

Howden School requires a Midday Supervisor for immediate start. You will work alongside our colleagues from Chartwells who provide on-site catering, ensuring the smooth running of meal times within the school.

The Role

The Midday Supervisors work as a part under the direction of the Premises Manager. The successful candidate can expect to:

- Supervise students in the dining halls and around site at lunchtime
- Assist in maintaining cleanliness in the Dining Halls
- Respond to incidents as required.

The Team

This is an opportunity to join a well-established and friendly team who are an important part of 'Team Howden'. Many of our Midday Supervisors hold secondary cleaning posts in-school and this is something that can be discussed at interview if it is of interest.

The School

Howden School is a rural secondary school with over 690 students. The value and ethos of 'Team Howden' is evident across all departments and between both students and staff. We want to work in a school where individuals show respect to others, are sensitive to the feelings of others, are aware of how their actions will affect themselves and others; that is well led and responds to the needs of its stakeholders.

The Multi-Academy Trust

Howden School recently joined the Multi-Academy Trust, The Consortium Academy Trust (TCAT). The successful candidate will benefit from the relationships we are currently building with our colleagues in like-minded schools.



Midday Supervisor Job Description



Vacancy: Midday Supervisor

Responsible to: Premises Manager

Hours of Work: 11.45am – 1pm Monday – Friday, Term Time Only

Scale Point: 7 (£8.55 per hour)

Main Purpose of the Role

The main purpose of this role is to supervise individual and groups of students during lunchtimes under the direction of the Premises Manager, Headteacher or responsible person.

- Supervise students between morning and afternoon school sessions.
- Supervise students in the dining halls.
- Cleaning duties within the dining halls to maintain cleanliness as directed by the Premises Manager.
- Ensure behaviour of students is appropriate and intervene in line with school policy.
- Ensure first aid provision is sought for those requiring treatment.
- Attend staff meetings, training, etc. as appropriate.
- Works in line with school policies and practices.
- Undertake regular fire drills and the relevant safety procedures with the staff and children.

As a member of staff of Howden School

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to the principles of Positive Behaviour
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of all students
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of Howden School (and other schools within the community)
- Contribute to systems of evaluation and performance of the organisation positively.

The roles and responsibilities of the post holder will be reviewed periodically and form part of the agreed framework of performance management. The tasks and targets which arise from the role will be monitored and amended in-light of changing needs of the school and in order to provide further opportunities for the professional development of colleagues.

The job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. The post-holder will undertake any duties at the request of the Headteacher appropriate to the post-holders remit.

Howden School is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service (DBS) is required prior to appointment.

Signed:		
Date:		



THE CONSORTIUM
ACADEMY TRUST

Midday Supervisor Person Specification



	Essentials	Desirable	Assessed
Skills and Abilities	<ul style="list-style-type: none">• Work as part of a team or individually.• Encourage high standard of children's behaviour at all times.• Remain calm when under pressure.		<ul style="list-style-type: none">• Application Form• Interview• References
Knowledge	<ul style="list-style-type: none">• Managing the behaviour of groups of children.	<ul style="list-style-type: none">• Experience of working with groups of children.	<ul style="list-style-type: none">• Application Form• Interview• References
Qualifications and Experience	<ul style="list-style-type: none">• Experience of supervising children.	<ul style="list-style-type: none">• First Aid at Work qualification.	<ul style="list-style-type: none">• Interview• Application form
Personal Qualities	<ul style="list-style-type: none">• Calm, empathetic and patient.• Resourceful and tolerant.		<ul style="list-style-type: none">• Application Form• Interview• References• DBS Check

Thank you for considering Howden School

