

# HINCHINGBROOKE SCHOOL

## A Specialist Sports College



# APPLICATION PACK FOR LUNCHTIME SUPERVISOR





Dear Applicant,

Thank you for your interest in this post.

Before you complete the application form, please read our application pack carefully. This pack contains vital information about the position you are applying for, the school, the application process and guidance on the recruitment of ex-offenders.

The application form can be downloaded from our website or you can request a hardcopy from the school. Please read all the relevant information before you complete your application form. Once completed, you should return the completed application form to:

**Human Resources Team  
Hinchbrooke School  
Brampton Road  
Huntingdon  
Cambridgeshire  
PE29 3BN**

or email it to [jobs@hinchbk.cambs.sch.uk](mailto:jobs@hinchbk.cambs.sch.uk)

Please attach a letter of application supporting the evidence you included in your application. It could provide a useful opportunity to address key areas in the person specification.

Please note that if you return your application electronically, it is not necessary to follow it up with a paper copy as well.

**Please DO NOT send us your CV as it is not going to be considered.**

If you wish receipt of your application to be acknowledged, please make sure that you advise us in your email or enclose a stamped self-addressed envelope with your returned application.

Short-listing for the post will take place shortly after the closing date and you will be notified of the outcome in due course.

We welcome applications from all sections of the community and we carry out diversity monitoring in order to help us monitor our recruitment processes and establish whether we offer real equality of opportunity for our prospective and existing staff. The personal information requested in our monitoring form (Section 2 of the application form) will help us to ensure that our policies and practices are fair and effective. The monitoring form will not form part of the selection process and the information provided will be treated in strictest confidence and processed in accordance with the Data Protection Act 1998. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

We will make sure, whenever possible, that the application process is adapted to suit the needs of applicants who have a condition that gives them rights under the Disability Discrimination Act (DDA) 2005. If you have difficulties or are unable to complete the application form because of a DDA condition, please contact us as soon as possible to discuss in confidence.

In the meantime, if you have any queries or you experience problems with accessing the relevant documents, please do not hesitate to contact the Human Resources Team on 01480 375 700 or [jobs@hinchbk.cambs.sch.uk](mailto:jobs@hinchbk.cambs.sch.uk)

Thank you for your interest in working for our school.

# GENERAL INFORMATION ABOUT HINCHINGBROOKE SCHOOL

Hinchingbrooke is one of the country's largest co-educational secondary schools with a current roll of c.1880 students aged 11 to 18 years with a Sixth Form of 400+ students. It is in several senses a unique state school. It is built in the beautiful parkland grounds of Hinchingbrooke House, the former home of the Cromwells and the Montagus. Charles I almost certainly sat at the oak table in the Chapter Room for his meals while a prisoner of Oliver Cromwell. Several Kings and Queens have graced its rooms. This heritage gives staff and student a very special pride and sense of identity.

The school has retained some of the best features of its Grammar School history while clearly addressing contemporary needs of a comprehensive school. The Sixth Form play a very active whole school role. There are many very able post-16 students who have a strong sense of community. Inter-House competitions are very competitive and participation is very broad based.

The school is now looking forward to a period of curriculum innovation. There are ambitions to build on Hinchingbrooke's many assets to create a leading school. There are some outstanding facilities. A thriving arts curriculum has use of a 350 seat theatre which is also a focal point for the local community. Music and Drama have good specialist facilities. Sports facilities are extensive including a new floodlit all-weather pitch, swimming pool, sports hall, fitness suite, dance studio and large playing fields and pavilion. Hinchingbrooke has not been at the forefront of the application of ICT to the curriculum but is catching up fast. There is a comprehensive web-site and a fast developing intranet which is beginning to impact on teaching and learning. Further investment in the IT infra-structure is intended.

The strength of Hinchingbrooke is founded in the quality of its teaching staff. There is a strong relationship with Homerton College and a large intake of ITT students. Teaching staff not only mentor but contribute to the broader ITT programme. Senior staff have a significant input into the ITT and GTP programme which is based in Hinchingbrooke House. Many teachers have progressed to senior posts including headships in the county. There is some excellent teaching and curriculum practice and a growing team of Advanced Skills Teachers team. In 2004 the school achieved Investors in People (a strong re-designation report in 2007), Sportsmark and NAACE Mark accreditation. Hinchingbrooke was designated as a Sports College from September 2005 and achieved re-designation in 2008. It became the hub school in a partnership of 63 schools for the Sport Co-ordinator programme in September 2006. The specialism is having a significant impact on opportunities for students and staff.

There is a strong emphasis on professional effectiveness. An emphasis on management standards has provided an environment in which team leaders have developed capacity to successfully access senior posts at other schools. A recently appointed Director of Operations is responsible for management process and discipline. The school has developed strong planning and monitoring practice which underpins good management and leadership. There is an emphasis on celebrating and sharing good practice. Continuing professional support is led by the Deputy Head. We seek to develop our staff and provide opportunity for career progression.

Achievement at Key Stage 3 and Post 16 is good. In 2007 Mathematics and Science were outstanding at Key Stage 3. The Sixth Form attracts a large number of students from other schools and is steadily growing in size. It is substantially the largest Sixth Form in the county. However, KS4 standards have fluctuated in a strongly improving trend. There was a significant improvement in threshold measures in 2008 with the 5A\*-C rate at 79% and 5A\*-C including English and Mathematics at 68%. This level of performance is expected to be sustained and improved further in 2009 and 2010. KS2-KS4 CVA scores have been above 1000 since 2006.

Students have a strong affection for Hinchingsbrooke. There are some very talented students. Sixth Formers play a key role in the school by leading the inter-House activities and competitions. Participation levels are high. The intake is relatively privileged although there is a significant minority of students from socially disadvantaged backgrounds. They can be challenging with high expectations of their teachers. Parents are very supportive with a lively and financially vibrant PTA called the Hinchingsbrooke School Association.

Hinchingsbrooke has great ambitions and is seeking to recruit high quality staff. This is a dynamic organisation committed to developing its staff.

**Keith Nancekievill**  
**Headteacher**

# JOB DESCRIPTION FOR LUNCHTIME SUPERVISOR

Responsible to: Headteacher or designated member of Leadership Group

Salary: Scale 3, point 14 ~ £8.05 per hour

## **Main Duties and Responsibilities**

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Leadership Daily Team Leader as appropriate.
3. To ensure the safety and well being of all pupils.
4. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

## Performing Arts Centre

5. To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to the Leadership Group daily Team Leader.
6. To encourage social skills and good table manners, ensuring safety with knives and forks.
7. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

## Playground areas

8. To ensure that pupils behave in a sensible way and are paying attention to the health and safety needs of other pupils using the hard play areas. To report as appropriate any unacceptable standards of behaviour to the Leadership Group daily Team Leader.

## School Field

9. To ensure that pupils behave in a sensible way and are paying attention to the health and safety needs of other pupils using the grassy areas.
10. To ensure that pupils do not use the grassy slopes next to the Astroturf.
11. To ensure that pupils do not go out of bounds.
12. On wet weather days to ensure that the field is kept out of bounds to pupils.

## School Premises

13. To follow the prearranged roving patrol as designated by the Leadership Group Coordinator, ensuring good standards of pupil behaviour around the site.

# PERSON SPECIFICATION ~ LUNCHTIME SUPERVISOR

## *FEATURE*

## *ESSENTIAL/DESIRABLE EVIDENCE*

### **Experience**

- Interest in working with young people
- Experience of working with young people
- Awareness of Health and Safety issues

Essential	Interview
Desirable	Interview
Desirable	Interview

### **Planning and Organisation**

- Effective time management and punctuality

Essential	Interview
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### **Relationships**

- Commitment to promoting and safeguarding the welfare of staff and students
- Ability to work independently and in a team
- Good communication skills

Essential	Interview
Essential	Interview
Desirable	Interview

### **Skills**

- Ability to work with children during busy periods

Essential	Interview
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**HINCHINGBROOKE**

**SCHOOL**



Policy Statement  
on

**RECRUITMENT OF EX-OFFENDERS**

Drawn up by:

SJE

Date:

November 2005

Date adopted by Governing Body:

29.11.05

Revised:

## **POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

In accordance with the Criminal Records Bureau Code of Practice this policy is made available to all Disclosure applicants at the outset of the recruitment process. The full CRB Code of Practice is available at [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

- As an organisation which uses the Criminal Records Bureau (CRB) Disclosure service, the Governing Body of the school complies fully with the CRB Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure will only be requested from the CRB for those positions where a Disclosure is required. All application forms and recruitment information will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

**Having a criminal record will not necessarily bar you from working at the school.** This will depend on the nature of the position and the circumstances and background of your offences.