



KEBLE PREP |  Mill Hill

Lunchtime Supervisor Candidate Information Pack



INTRODUCTION

To supervise pupils and ensure their safety and wellbeing during the lunch period. This will be in the Dining hall followed by the nursery/reception play areas, astro or lower playground duties.

To maintain safety, good order, wellbeing, and discipline using a positive approach, under the direction of the Deputy Head.

Closing date for applications: 9.00am on Friday 29 September 2023

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts:

Salary

£5300 PER ANNUM

Working Pattern

MONDAY TO FRIDAY
12:00-14:15

200 Meters

FROM WINCHMORE HILL
TRAIN STATION

Contract type

TERM TIME ONLY
(MAXIMUM 38 WEEKS)

Meals

LUNCH IS PROVIDED IN THE
DINING HALL AT 11.45AM

Dress Code

SMART CASUAL

“Children make excellent progress in communication, language and literacy”

- ISI inspection, February 2022

THE SCHOOL

Keble

Keble provides an excellent all-round education, combining high academic standards with opportunities for children to achieve in Sport, Music, Drama and a broad extra-curricular programme. An education that develops the abilities and enthusiasm of every child.

At Keble, each student is encouraged to think independently, to be continuously inquisitive and reflective. Each individual pupil is valued and encouraged to uncover and nurture their talents, whilst celebrating their achievements.

We are immensely proud of our school and our pupils: they are our greatest ambassadors. Keblians are respectful, responsible, hard-working, fun-loving and well-rounded individuals, who thrive in a school which inspires and supports them to discover their strengths, take risks in their learning and challenge themselves.

We are excited that from September 2023, we will be co-educational across all year groups and will be introducing a Nursery setting for pupils ages 3+. The purpose and school values will remain the same: "Puritas Veritas, Probitas" "being pure of heart, honest hard work and true to oneself". This exciting change in our history will help the all-around development of our pupils and equip them for life both at Keble and beyond.

At Keble, we encourage each pupil to think independently, to be continuously inquisitive and reflective. We value each individual pupil, helping them to uncover and nurture their talents, whilst celebrating their achievements. As a result, our pupils move on to their senior schools with the confidence and self-belief to build upon their own strengths and continue to enjoy success both academically and in other pursuits.

The Mill Hill School Foundation Ethos
The School is one of seven in the Mill Hill School Foundation, which comprises Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International. Cobham Hall is located in Kent and became part of the Foundation in 2021 and our most recent additions are Keble Prep and Lyonsdown School in north London.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen.

We seek as a Foundation to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change, and therefore equipping our pupils for life, both now and in the future. We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

JOB DESCRIPTION

Main Duties

- The successful candidate will supervise lunch in the hall helping the children collect their food, serving water and fruit, clearing the tables with the children and managing behaviour whilst in the hall
- The Lunch supervisor will then supervise the children moving from the hall to the supervised play areas

The successful applicant will be required to;

- Warm and respectful interactions with children to encourage and motivate them
- Effective techniques to encourage positive and active speaking and listening skills
- Promote, support and facilitate inclusion by encouraging the participation of all pupils in their learning and extracurricular activities
- Use effective behaviour management strategies consistently and calmly, in line with the school's policy and procedures
- Promote independence and employ strategies to recognise and reward self reliance
- Demonstrate skills in understanding the needs of all pupils and know how to adapt and deliver tasks or instructions to support and meet individual needs
- Understand the role and responsibilities within the dining hall and other spaces recognising that these may extend beyond a direct support role
- An understanding of safeguarding and KCSIE 2023 and how that translates in an early years setting
- Work within the parameters given by the Head Teacher and Senior Leadership Team.
- Have proper and professional regard for the ethos, policies and practices of our school
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the relevant senior person
- Have regard for the need to safeguard pupils' wellbeing by following the relevant statutory guidance along with school policies and practice
- Uphold values consistent with the school by respecting individual differences and cultural diversity
- Contribute to the overall ethos, work and aims of the school
- Participate in training and other learning activities and performance development as required
- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them
- Work with the class teacher and keep other professionals accurately informed of progress or concerns they may have about the pupils they work with

PERSON SPECIFICATION

- Demonstrates positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Upholds values consistent with the school by respecting individual differences and cultural diversity
- Professional, hardworking and reliable and kind
- Pediatric first aid or the willingness to complete this qualification

HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Friday 29 September 2023**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Foundation reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill School Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



kebleprep.co.uk

Keble Prep

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