



The Beacon

Independent Prep School for boys aged 3-13
Amersham, Buckinghamshire

Duty, Lunchtime and Late Stay Supervisor

Autumn Term 2023



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The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



From Nick Baker

Headmaster



Dear Applicant,

Thank you for your interest in the role of **Duty, Lunchtime and Late Stay Supervisor** at The Beacon.

Our friendly and caring Duty, Lunchtime and Late Stay Supervisors work as a cohesive team. They help and supervise the pupils throughout break times, the lunch period and Late Stay. Working closely with the medical team and other teaching staff you would ensure the dining room routines run smoothly across all year groups.

Our Duty, Lunchtime and Late Stay Supervisors work 4-5 hours per day – generally between the hours of 9.30am – 2.30pm (or if preferable to applicants, this could be, on one or more days, 10am to 6pm). The team works Monday to Friday, Term time only. There is potential for additional hours by way of paid overtime.

The Beacon is a large and vibrant independent day school for boys aged 3-13. The school occupies a 16-acre site half way between Amersham and Chesham, easily accessible from London by Metropolitan Line/Chiltern Railways and not far from the M25. We have superb facilities and resources that support a forward-looking educational environment and are immensely proud of our happy and supportive staff teams.

To give you a flavour of life at The Beacon please take a look around our website www.beaconschool.co.uk. You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website.

The Beacon is a remarkable school and we seek remarkable people. I look forward to hearing from you.

Nick Baker

Headmaster

IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





JOB DESCRIPTION

Role:	Duty, Lunchtime and Late Stay Supervisor
Hours:	Part-time, Monday to Friday, Term time only 4-5 hours per day – generally between the hours of 9.30am – 2.30pm (or if preferable, longer days may be available on one or more days)
Reporting to:	Deputy Head Pastoral and/or Head of Pre-Prep

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Job Purpose

To provide daily duties and lunchtime and/or late stay supervision along with general help across all Sections of the School.

The main areas of responsibility are:

- Preparing for and supervising pupils at break times
- Organising and supervising pupils at lunchtimes
- Managing dining room routines
- Ensuring that pupils get enough food and refreshments
- Have total oversight of any allergies, food intolerances or religious beliefs which need to be taken into consideration with the menus and for the pupils with specific needs
- Work with the Medical Centre team offering assistance to the Medical Staff as required
- To work collaboratively with colleagues and other staff in the areas you are located
- To help enable fun and safe recreational activity during breaks
- To encourage good hygiene (handwashing etc.) and table manners
- To assist in the setting up and clearing away of activities/resources
- To assist in any administrative tasks required
- To enforce good behaviour, discipline and manners at all times
- To follow school policies
- (To assist with supervision for late stay, clubs and wrap around care, if required and available)
- To observe the Health & Safety of the boys at all times ensuring you are fully aware of the risk assessments in place
- To look out for the well-being and pastoral needs of the boys



- To monitor closely the behaviour of the boys and deal with any inappropriate behaviour, in consultation with the teacher/s as necessary
- To encourage and acknowledge the boys for good behaviour, using appropriate approved School methods
- To liaise with the Senior Master, Head of Pre-Prep and the School Counsellor where necessary

Additional Duties

- To attend school staff meetings and INSET days as required
- To share responsibility for the health and safety of the boys within the School
- To keep up to date and maintain Professional Development
- Assisting with Clubs and Late Stay across the School on a rota basis, if required

First Aid

- To undergo and maintain up to date First Aid training, using the skills and knowledge gained
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values that we wish the boys to learn

Safeguarding

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the School's safeguarding policies at all times and using CPOMS as the internal system for monitoring safeguarding, wellbeing and pastoral issues

Note:

- The role will involve daily contact with children and a high level of responsibility for children. The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time



Person specification

	Essential	Desirable
Qualifications	Educated to GCSE	
Experience	Awareness and understanding of how to support children from Nursery through to Year 8.	Experience of working with young children (Note: it is not essential to have worked in the independent sector)
Skills	Trust Patience and understanding	
Knowledge		Up to date safeguarding training (NB: training will also be provided)
Other	Committed and hardworking Positive, caring and friendly approach Desire to contribute to school life in general Able to quickly settle into new environments Ability to remain calm and professional in all situations Excellent role model Team player	



The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form. Please download from the School's website and send a copy of your completed Application Form and covering letter as soon as possible by e-mail to: recruitment@beaconschool.co.uk

(Please note CVs cannot be accepted).

The closing date for receipt of applications is **16 August 2023**. We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

