

THE HOLT SCHOOL

Holt Lane

Wokingham

RG41 1EE



Tel: 0118 978 0165

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www.holt.school.co.uk

MIDDAY SUPERVISOR

Monday to Friday

1.20pm – 2.45pm term time only

Salary: £3,593 per annum

Start Date: As soon as possible

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school which converted to academy status in July 2011.

We are looking for a Midday Supervisor to join our existing team. With the support of senior staff, supervisors are responsible for the well-being of students at lunch times in the dining hall and around the school.

We are seeking a lively, enthusiastic applicant with an interest in working with young people.

Opportunities to provide cover in other support roles may become available subject to the applicants suitability.

The Support Staff application form is available to download from the school [website](#) Please note that CVs will not be accepted.

Prospective applicants are welcome to telephone Mrs Diane Hampton HR Manager on 0118 974 9020 for more information about this post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service Check.

Applications will be reviewed as they are received and interviews arranged accordingly

THE HOLT SCHOOL JOB DESCRIPTION



Job Title:	Midday Supervisor	Name:	
Reports to:	Assistant School Business Manager	Issued:	August 2018
Grade/Pay Scale:	MDS scale	Hours of work/FTE	1.20 pm – 2.45 pm
Employment Status	Permanent		

To supervise students during the lunch break.

At The Holt School this will involve:

To carry out supervisory duties as stated in "Procedures for Midday Supervisor" document, issued to all supervisors.

To advise the Assistant School Business Manager on litter issues relating to the Midday Supervisor Team and make recommendations for improvements.

To monitor the issue of Red and Yellow Cards to tutor groups

To undertake any other duties as requested by the Headteacher after discussion and with the agreement of the postholder.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

PROCEDURES FOR MID-DAY SUPERVISORS

On Arrival

- 1.10 - 1.20 pm - Set up the staff tables in the annex
- Collect and distribute equipment and order any items through Kitchen needed
- Wipe tables and tidy Cafe

Lunch time duties (by rotation):

Two Supervisors in the Café:

Two Supervisors should be on duty inside The Holt Cafe to monitor the queue of girls. Girls may only take cold food or pasta pots out of The Holt Cafe. As girls finish their meals, the tables should be wiped for the next girls.

- 1.20 - 2.00 pm - Monitor inside waiting queue
- Monitor outside waiting queue
- Monitor early lunch passes
- 2.15 - 2.30 pm - Wipe all tables, and sweep the floor.
- 2.30 - 2.45 pm - Empty money and take to Finance Office
- Distribute Early Lunch passes to pigeon holes

Please pay particular attention to tables and floors, ensuring maintenance of hygienic standards.

Two Supervisors Patrolling Grounds:

Throughout the lunch period, two supervisors should be patrolling the grounds and checking the form rooms watching out for dangerous behaviour e.g. sitting on windowsills or leaning out of windows

The patrolling rota ensures the whole grounds of the school are effectively monitored. Supervisors should assist and encourage students in picking up litter and keeping classrooms clean and tidy.

Report difficulties to the Leadership team on duty that day or to the Pastoral Manager. Any of the telephones within the departments may be used. If any of the following occurs please follow the school procedure: accident, fire alarm, Broadmoor alarm.

A list of Pastoral Managers and Leadership team on duty will be issued at the beginning of each year. Ask Reception to locate the appropriate staff if you have difficulty in finding them.

Year 7, 8 and 9 pupils are not allowed in tutor bases at break and lunchtime unless it is wet or winter. Year 10 girls should leave tutor bases at 1.45pm and Year 11 at 2.25pm.

2.30 pm - Return to The Holt Cafe to support indoor supervisors with cleaning.

There will be occasions when your hours may need to be adapted to fit in with the altered times for break and lunch. You would expect to receive notice of these changes in good time.

Such occasions could include:

- the first and last days of term
- examination periods
- sports day and other activities involving the whole school

About the School

Thank you for your interest in applying for a post at The Holt School.

The Holt is an “Outstanding” (OFSTED June 2008) girls’ comprehensive school with an eighth form entry in the main school and a co-educational sixth form making a total roll of 1254. The Holt is one of 11 secondary schools in Wokingham town.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used chiefly for administrative purposes. The shrubbery and gardens, together with playing fields extend to 13 acres and form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As a school with a global outlook, we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication from its staff as well as the hard work from the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at Level 4. ‘A’ level results are excellent with 58% of entries achieving A*AB and 31% A*A.

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4.

INSPIRE - CHALLENGE - ACHIEVE

We have a staff of over 130: 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.

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