



Collingwood
College
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Collingwood College Recruitment Information

Midday Supervisor



Dear Applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2023, in the Sixth Form, 74% of A level qualifications were at A*-C and our ALPS three year rolling average (progress) score for A level and BTEC qualifications was a 4 ('very good', top 40% nationally).

At GCSE, almost 80% of entries were graded at 9-4. 71% of our students also achieved 9-4 grades in both English and Maths. Our ALPS progress measure was 4 ('very good', top 40% nationally).

This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Eden Tanner', with a long horizontal flourish extending to the right.

Mr Eden Tanner
Principal

Midday Supervisor

Salary: £4,342.78 per annum (actual Salary), (£25,539 FTE)

Hours and weeks per year: 7.5 hours per week, Monday to Friday, 37 weeks per year, with flexibility.

We are looking for an enthusiastic Midday Supervisor to join our existing team to take responsibility to supervise students during lunchtimes in the restaurant to minimise disruption, so that students are safe, cared for and have an enjoyable and sociable lunchtime. for the wellbeing of students in the restaurant during lunch times.

The ideal candidate will be passionate about working with children and young people, be flexible, adaptable, and resourceful, building positive relationships with students that maintains and promotes a good standard of behaviour.

Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found.

To apply: Please complete the application form available from www.collingwoodcollege.com vacancies.

Closing Date: 19 February 2024

For more information: Please contact HR 01276457600 or email hr@collingwood.surrey.sch.uk

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Probationary Periods

All posts are subject to a probationary period. For support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

Remuneration and Benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- Outstanding facilities, including free on-site parking
- BUPA Healthcare cash Plan

- All Collingwood College support staff up to the age of 75 are eligible to belong to the Local Government Pension Scheme and will automatically become members unless they opt out. Further information can be found at <https://www.surreypensionfund.org/>.
- 24/7 Employee Assistant programme for staff and their families
- Exclusive savings, discounts and offers through My Staff Shop including Cycle to Work Scheme
- Flexible leave of absence policy

Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction
- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar
- An opportunity to access training outside the college linked directly to your role or career aspirations
- Other on-line training relevant to the role.

For New Qualified Teachers we have developed a specific training programme to support you through your induction year.

JOB DESCRIPTION

Midday Supervisor

REPORTING TO:		Acting Senior Assistant Principal
JOB PURPOSE:		<p>To supervise students during lunchtime ensuring an orderly and pleasant meal service.</p> <p>To ensure standards of behaviour are maintained.</p> <p>To see that restaurant area is left clean and tidy.</p> <p>Encouraging and support students to remove their trays, cutlery and plates after a meal to the appropriate area.</p>
DIRECT INVOLVEMENT WITH:		Students, teaching and support staff, Senior Leaders
KEY RESPONSIBILITIES:	<ul style="list-style-type: none">• Act as an ambassador of the College, ensuring at all times that you promote and act in accordance with the school's values and ethos, modelling appropriate behaviour.• Supervision of students immediately before, during and after the lunchtime meal.• Supervision of students' entry into the dining area• Assistance for students where necessary to carry trays etc. to table and to return empty dishes etc. to service counter.• Assistance in the clearance of any spillage etc., if required.• Ensuring students tidy/clear up in a satisfactory manner where appropriate.• Supervision of students as required, dealing with any incidents of inappropriate student behaviour in line with the school's Behaviour Management Policy and referring to the Line Manager.• Ensure the dining area is left clean and tidy after lunch.• To undertake any other duties of a similar level of responsibility as may be required.• Ensure the safety and welfare of all pupils	
OTHER RESPONSIBILITIES:	<p>Have responsibility for safeguarding the welfare of children and young people</p> <p>To undertake such other duties as may reasonably be required in consultation with the post holder.</p>	

PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIREABLE
Qualifications and Training	A good standard of education (Minimum GCSE's (Maths, English and Science) grades 4-9	
Experience	A good understanding of safeguarding procedures in schools Ability to communicate effectively. Ability to be fair but firm at all times. Experience of working with children.	Experience of working with students in an educational setting
Skills, Knowledge and Aptitude	Commitment to maintaining and providing a high-quality service. Tact and diplomacy in all interpersonal relationships with colleagues and other school staff and students. Ability to work as part of a team and to use own initiative when appropriate. The flexibility to adapt to changing workload demands and new organisational challenges.	

	<p>A commitment to undergo training as and when required. An understanding of equality of opportunity.</p> <p>Ability to use judgement and common sense.</p>	
<p>Personal Qualities Attributes</p>	<p>Enjoy working with children and young people</p> <p>Reliable, honest and trustworthy.</p> <p>Well organised with ability to multi-task</p> <p>Ability to analyse information and make robust decisions, knowing when to seek further advice</p> <p>Be able to work in an organised and methodical way</p> <p>A commitment to equal opportunities.</p> <p>Enthusiastic and self-motivated.</p> <p>Caring, tolerant and patient.</p> <p>Ability to display a calm, tactful and responsible attitude.</p> <p>Ability to take instruction and work on your own initiative.</p>	

Safeguarding and Welfare	<p>The ability to maintain appropriate relationships with all members of the school community.</p> <p>Ability to supervise and organise students. Ability to manage behaviour in a calm and positive way.</p>	
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