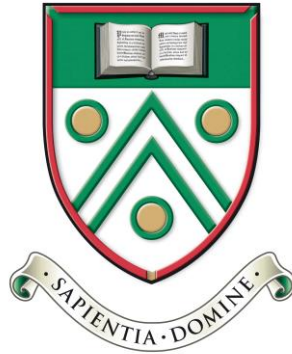


Langley Grammar School



Lunchtime Supervisor Required ASAP

Application information



Langley Grammar School
Reddington Drive
Langley
Berkshire SL3 7Q

Tel: 01753 598300

Email: school@lgs.slough.sch.uk

Web: www.lgs.slough.sch.uk

From the Headteacher

May 2023



Dear Applicant

Thank you for your interest in Langley Grammar School and in the post of Lunchtime Supervisor.

I hope this application information will help you to decide whether this would be the appropriate next step for you in your career.

This is an exciting time to join a very successful school. The completion of the final parts of an £18 million building project in autumn 2021 has provided the school with exceptional new facilities. Our academic outcomes consistently demonstrate the commitment and ability of our students and we were delighted that their GCSE and A Level results in 2022 placed us in the top ten schools in the South-East. We believe that we provide a supportive, secure and innovative environment that allows our students to flourish and develop as confident and well rounded, independent and creative, responsible and caring young people. This was confirmed by Ofsted in November 2021 when we were judged to be Outstanding in all areas under the latest framework.

We have always sought to combine our selective status with a close involvement in the local community of schools. We have supported primary and secondary schools through our previous specialisms, helping them to raise standards and learning much ourselves in return. Our academy status and designation as the Teaching School Hub for Berkshire, and as an Apple Distinguished School have provided opportunities to develop these relationships further and to have a significant impact on the educational provision in the area.

We are committed to maintaining our high standards and to developing ourselves as a centre of innovation and excellence. If you would like to share in that development and have the skills and expertise we are looking for, we would welcome your application.

Yours sincerely

JD Constable

John Constable
Headteacher



Distinguished School



The School

Langley Grammar School is a co-educational state selective school operating as a single academy trust. There are approximately 1240 students on roll, of whom around 340 are in the Sixth Form. The school was founded in 1956, and is one of four grammar schools serving the borough of Slough and the surrounding area. Our aim is to enable students to develop themselves personally and academically, achieving high standards within a supportive and friendly environment that stimulates and challenges them. Great emphasis is placed upon participation in a wide range of cultural, social and sporting activities. Parental support for the school is strong, and we are heavily over-subscribed.

We admit 180 students into 6 forms in Year 7, typically from 60-70 different primary schools. The great majority of Year 11 students stay on to the Sixth Form, where we also admit around 30-40 additional students into Year 12 from other schools.

The school occupies a 16 acre site in Langley close to the M4 and M40 and has good rail links into London. The site has benefitted from substantial developments over the last fifteen years, with new classrooms, sports centre, all-weather pitch and a Sixth Form Centre with a 220-seat lecture theatre. As part of the Government's Priority Schools Building Programme our original 1956 school buildings have been replaced to provide state of the art accommodation for science, art, technology and computing, and new public areas of the school such as hall, library and dining room. This latest £18 million building programme was completed in autumn 2021.

We have a record of innovative practice and extensive outreach and targeted support to schools in the local area and beyond. Since September 2021 we have been designated as one of the DfE's new Teaching School Hubs, serving schools across Berkshire. A number of staff are Lead Practitioners or have been Specialist Leaders of Education. Our innovative work with iPads for learning has been recognised with our designation as an Apple Distinguished School. The schools' network SSAT has designated a number of aspects of our practice as 'transforming' in their Framework for Exceptional Education.

The school was last inspected by Ofsted in November 2021, when it was judged to be outstanding in all categories.

Our students

Students enter the school in Year 7 on the basis of an 11+ examination administered by a consortium of the four grammar schools in Slough. Our students represent approximately the top third of the ability range as measured by the 11+ selection process. Around 50% of our students come from the borough of Slough, and reflect the diverse local community. The remainder come from a wider geographical area including a number of West London boroughs.

Well over 90% of students come from minority ethnic backgrounds, giving the school a rich and varied cultural mix. The school is a well ordered and respectful community; students are polite, courteous and well-motivated. They are also high-achieving; the great majority stay on into the Sixth Form, achieve very good A-level grades and move on to higher education at highly reputable universities.

Examination results are consistently excellent. Prior to the pandemic, A-level outcomes at grades A*-B averaged around 70% or more with an overall ALPS score of 3. The proportion of GCSE entries awarded Grades 9-7 was consistently above 60% with Progress 8 score 'well above average'.

In the first set of public examinations after the pandemic in 2022, 85.4% of A Level entries were graded A*-B. At GCSE, 84.7% of entries were graded 9-7 with a Progress 8 score of 0.90.

Our staff

We have 120 staff; 90 teachers and 30 in support or administrative roles. Teaching staff work in subject teams, led by subject leaders who are line managed by members of the Senior Leadership Team. Most teaching staff act as form tutors in teams led by Phase Leaders covering Year 7, Years 8 & 9, and Years 10 & 11. The large Sixth Form team is overseen by the Director of Sixth Form with two deputies. The school has a strong community ethos and our staff are highly professional, innovative and committed to the academic and personal development of the students.

There is a comprehensive programme of professional development. All staff receive an annual Professional Review as part of a strong and supportive performance management system, with high quality induction and on-going support. There are opportunities for staff to advance within the school, and we offer support for those who wish to find promotion elsewhere. We have a clear focus on staff wellbeing, which is reflected in our track record of excellent staff retention.



Curriculum and student support

All students in Year 7 study English, Mathematics, Science, French or German, History, Geography, Religious Studies, Information Technology and Computing, Music, Drama, Art, Design Technology, Personal and Citizenship Studies and Physical Education. This programme is broadly the same in Years 8 and 9. We emphasise a broad and balanced curriculum through to the end of Year 9.

All Year 10 & 11 students follow GCSE courses in English Language and Literature, Mathematics, Biology, Chemistry and Physics, French or German. Students also choose three further subjects from a range including: a second foreign language, Art, Business Studies, Design Technology, Drama, Geography, History, Music, Religious Education and Physical Education. The non-examined core curriculum includes PSHE and Citizenship and elements of RE/Philosophy and ethics

The great majority of Year 11 students stay on into our Sixth Form. Most choose four subjects from a wide range; the majority currently take an AS examination in one of those subjects at the end of Year 12, and continue the other three subjects through to the final examinations in Year 13. There is a programme of timetabled enrichment activities including other qualifications such as Public Speaking or Community Sports Leader Award, or non-examined courses such as Photography.

We place great emphasis on students' physical and emotional wellbeing. Throughout the school there is a strong tutorial system providing individual guidance and support. Reporting of academic progress and personal development operates through a rolling programme of parent/teacher consultations and summative reports. This structure provides for both systematic target setting and evaluation and offers an opportunity to discuss reports in review interviews with form tutors.

Our ethos

We are privileged to work with able students who have the potential to be in significant positions of influence and leadership in the future.

We encourage our students to discover their own talents, to be confident of their abilities and to follow their passions across academic subjects, in sports and the arts.

We support our students in developing themselves as innovative, effective and independent learners with high-level skills, willing to think in new ways, solve new problems and create new opportunities for the future.

We help our students build up a set of sound values so that they have the strength of character, moral integrity and resilience to deal with the challenges they will face, and the motivation and willingness to work hard to achieve their ambitions.

In addition to supporting strong academic outcomes, we therefore seek to develop our students as young people who are...



Confident and well-rounded...

...demonstrating a positive mindset; secure in their own identity and aware of their own strengths; effective and persuasive communicators; believing in their own self-worth, with a broad and balanced outlook; striving for excellence in all they do; resilient and willing to persevere.



Independent and creative...

...able to think critically and make wise decisions; curious and inquisitive; eager to explore and discover; willing to make mistakes and embrace challenges that may at first appear daunting; adaptable and flexible; innovative and enterprising.



Responsible and caring...












...grounded in sound ethical and moral values; socially and culturally aware; recognising and appreciating diversity; having the courage to stand up for what is right; acting with kindness and compassion to bring out the best in themselves and others; engaged in communities with a local, national and global outlook.

External recognition

Langley Grammar School was last inspected by Ofsted in November 2021 and was judged to be 'Outstanding' in all categories.



As a member of the SSAT network, and designated as a Leading Edge school we have used the Framework for Exceptional Education to inform the development of our practice. We have been judged as having 'transforming practice' in almost all of the majority of the framework strands.

Climate for learning	Culture of reflection	Effective learning behaviours	Variety of teaching approaches
 <p>TRANSFORMING PRACTICE IN Climate for learning SSAT Framework for Exceptional Education</p> <p>Awarded Apr 2018</p>	 <p>TRANSFORMING PRACTICE IN Culture of reflection ssat the schools, students and teachers network The Framework for Exceptional Education</p> <p>Awarded Apr 2022</p>	 <p>TRANSFORMING PRACTICE IN Effective learning behaviours SSAT Framework for Exceptional Education</p> <p>Awarded Jul 2019</p>	 <p>TRANSFORMING PRACTICE IN Variety of teaching approaches ssat the schools, students and teachers network The Framework for Exceptional Education</p> <p>Reaccredited May 2021</p>
Engagement with key stakeholders	Engaging with evidence and research	Principled assessment	Principled curriculum design
<p>Application in progress</p>	 <p>TRANSFORMING PRACTICE IN Engaging with evidence and research ssat the schools, students and teachers network The Framework for Exceptional Education</p> <p>Awarded Jul 2022</p>	 <p>TRANSFORMING PRACTICE IN Principled assessment ssat the schools, students and teachers network The Framework for Exceptional Education</p> <p>Awarded Apr 2018</p>	 <p>TRANSFORMING PRACTICE IN Principled curriculum design SSAT Framework for Exceptional Education</p> <p>Awarded May 2021</p>
Leadership through moral purpose	Professional learning	Quality assurance	Wellbeing
 <p>TRANSFORMING PRACTICE IN Leadership through moral purpose SSAT Framework for Exceptional Education</p> <p>Awarded Jan 2020</p>	 <p>TRANSFORMING PRACTICE IN Professional learning SSAT Framework for Exceptional Education</p> <p>Awarded Jul 2019</p>	 <p>TRANSFORMING PRACTICE IN Quality assurance ssat the schools, students and teachers network The Framework for Exceptional Education</p> <p>Reaccredited Jul 2021</p>	 <p>TRANSFORMING PRACTICE IN Wellbeing ssat the schools, students and teachers network The Framework for Exceptional Education</p> <p>Awarded Jul 2022</p>

Our role as a centre of excellence for the professional development of teachers has been recognised by our designation as one of the **DfE's Teaching School Hubs**. As TSH Berkshire, we are responsible for promoting initial teacher training, the Early Career Framework, and leadership development across the six local authority areas in Berkshire.



Our work with using iPads for effective teaching and learning has been recognised by Apple; we are part of the international network of Apple Distinguished Schools



Distinguished School



Regional Training Centre

We also have a commitment to an international outlook and to developing arts subjects in school.



Job description – Lunchtime Supervisor

Job title	Lunchtime Supervisor
Salary range	SCP4 of the National Joint Council (NJC) FTE Salary: £22,191 p.a. - Pro Rata Salary: £3,770 p.a. Hours: 7.5 hrs per week (1.5 hours per day) Required ASAP
Line management	The post holder is responsible to the School Business Manager Form who directs his/her day-to-day work, and through him to the Senior Leadership Team.
Hours of work	Working hours will be 13:00 to 14:30 Monday to Friday
Purpose of the role	
<ul style="list-style-type: none"> Assisting in securing the safety and welfare of pupils during lunchtimes. Undertaking the supervision and control of pupils in the dining room. Undertaking the supervision and control of pupils in the playground and other school areas. Other associated support duties 	
Operational responsibilities	
<p>Operational</p> <p>S/he shall undertake the supervision and control of pupils in the dining hall, including:</p> <ul style="list-style-type: none"> Where appropriate, assisting/supervising pupils with their general hygiene requirements (washing, toileting, changing clothing) before entering the dining hall in accordance with school policy. Organising lunch queues and entry of pupils into and from the dining hall to playground and/or other areas of the school; ensuring good behaviour and a calm atmosphere. Dealing with any bullying/challenging behaviour that may occur by intervention or calling for assistance from other staff on duty, reporting incidents to appropriate members of staff according to severity of the incident. Directing pupils to seats, deciding on seating arrangements, separating disruptive pupils where necessary. Encouraging pupils, in particular those with special needs or disabilities, to eat their meals, (including those with packed lunches). Being aware of pupils on special or restricted diets for medical reasons through information provided to the school. Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up after meals in a satisfactory manner. Cleaning up spillages as necessary when food or drink is spilt or dropped. 	

S/he shall supervise and control pupils in the playground and about other school premises, including:

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary.
- Supervision and control of the school entrance during breaks and lunchtimes to ensure pupils do not leave the playground without permission/authorisation.
- Checking on any strangers who may enter school premises in accordance with school guidelines, and remaining observant of any loiterers reporting them to the appropriate member of staff.
- Directing pupils to the playground and supervising their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary, in accordance with school guidelines.
- Preventing bullying and remaining aware of changes in friendships, encouraging socialising and play. Occasionally participating in games where appropriate.
- Discouraging any dangerous activities, and dealing with and reporting any unacceptable or challenging behaviour in accordance with school policies and guidelines.
- Supervising and controlling pupils inside the school premises when they are not permitted outside due to poor weather.
- Ensuring that all pupils return to the care of teachers/appropriate members of staff at the end of lunchtime breaks.

Associated support duties, including:

- Checking toilet areas regularly for signs of pupils who may be smoking/vandalising, checking for damage to and/or blockage of toilets/wash basins, and ensuring pupils are not loitering or playing in toilet areas.
- Reporting any damage or blockages to caretaking staff.
- Ensuring that any pupils who suffer an accident or injury are dealt with appropriately in accordance with agreed procedures.
- Being aware of cultural differences between pupils, dealing with any incidents of bullying in accordance with agreed procedures.
- Where required, assisting with the collection of lunch money and/or the completion of records/registers of pupils using the dining facilities.

General

- S/he shall establish and maintain good relationships with all staff, pupils and visitors.
- S/he shall write and submit reports in relation to incidents witnessed and/or dealt with while carrying out her/his duties.
- S/he shall attend relevant meetings and training sessions.

Person Specification – Lunchtime Supervisor

The following list shows the essential and desirable characteristics for which we are looking for when considering your application and at interview.

Characteristic	Essential	Desirable
Experience of working in a school or similar environment , understands school roles and responsibilities		✓
First Aid qualification or willingness to gain one		✓
Able to relate well with students	✓	
Professional and courteous	✓	
Strong interpersonal skills, able to deal calmly with people and difficult situations	✓	
Understanding and respecting the principle of confidentiality	✓	
Able to work as part of a team	✓	
Desire to enhance and develop skills and knowledge	✓	
Excellent attendance and punctuality	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for Health and Safety	✓	
Commitment to the school's ethos	✓	

Application process

How to apply

Please complete the Langley Grammar School application form; this should be returned with a covering letter of no more than 2 sides of A4, which takes account of the person specification and should:

- explain why you are applying for the post,
- outline the relevant experiences you believe have prepared you for this post,
- describe the skills and attributes you will bring to the school.

The School's application form must be completed in full. **CVs on their own are not accepted.**

Letters of application should be addressed to:

**Mr J Constable, Headteacher,
Langley Grammar School, Reddington Drive, Langley, Berkshire, SL3 7QS**

Completed applications should be returned directly to Mrs Dionne Cheyne, Headteacher's PA at the address above or via the e-mail address vacancies@lgs.slough.sch.uk

Deadlines for application: 2 June 2023 at 12.00 noon, with interviews scheduled shortly thereafter.

References

Please note that in line with safer recruitment practice for schools we will take up references **at the point of shortlisting** for interview. We may also contact current and previous employers as part of the process of pre-appointment checks. If you are shortlisted, any discrepancies or anomalies in the information provided, or issues arising from references will be taken up at interview. Your referees must include your most recent employer; references from friends or relatives are not acceptable.

Safeguarding

Langley Grammar School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers. The successful applicant will be subject to an enhanced disclosure check with the Criminal Records Bureau.

Equal Opportunities

Langley Grammar School will not discriminate directly or indirectly through applying conditions or requirements which cannot be shown to be justified. We will not discriminate on the grounds of race, gender, nationality or origin, marital status, disability, economic status, sexual orientation, age, trade union, political or religious belief, or responsibility for dependents.

Disability Statement

Langley Grammar School will give favourable consideration to application for employment made by people with disabilities having regard to their particular aptitudes and abilities. A disability or health problem does not preclude full consideration for the job and applications from suitably skilled people with disabilities are welcome.