



## **Social Time Supervisor**

**Chellaston Academy**

**Permanent**

**16 Hours 40 Minutes, 38 Weeks per year**

**Scale 1 Point 2 £8,971 - £9,111 pro rata (£23,656 - £24,027 FTE)**

QEGSMAT are seeking to appoint an enthusiastic Social Time Supervisor to join our hardworking and high achieving team at Chellaston Academy.

At Chellaston Academy, our vision is to *'Inspire each other to realise our potential through Integrity, Care, and Excellence'*. In September 2023 Chellaston Academy was rated as 'GOOD' by Ofsted. "The school's ICE (integrity, care and excellence) values permeate the school's work, and pupils also know that the high expectations that staff have help them to achieve academically and personally." "The school has devised a curriculum that is both broad and ambitious, and there are high academic expectations of pupils." In addition, leaders have engaged staff well when making large-scale changes to improve the school. Staff feel that leaders are considerate of their workload and well-being. They are proud to work at this school.

As a department we work collaboratively and ensure that support is always provided for both staff and students alike. The leadership in the department contributes to staff feeling secure and the plethora of knowledge from a large team enables us to maintain high expectations and standards.

Members of staff who work at Chellaston Academy enjoy:

- A happy and vibrant culture of integrity, Care and Excellence.
- A positive and enjoyable climate where we are trauma informed and our 'kids do us proud'!
- An inclusive, autonomous learning environment where you CAN make a difference.
- An environment where the wellbeing of staff is a priority and staff are involved in decision making.
- Purposeful and bespoke professional and personal development.
- An environment where Chellaston are leaders in our sector providing exciting wider opportunities.

Chellaston is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

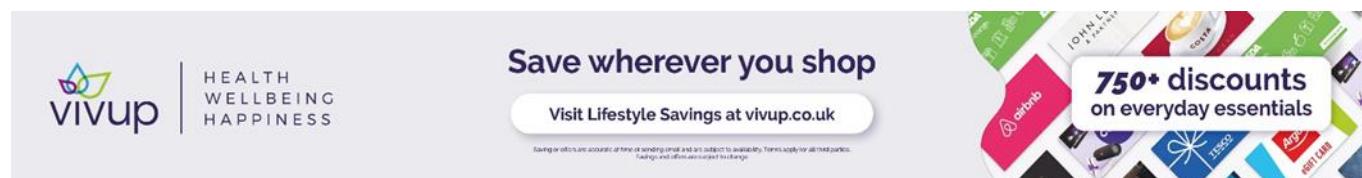
At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

### **Why work for us?**

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an

Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- QEGSMAT is a recognised Disability Confident employer.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff .
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefit package with Vivup



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 702502. Further details about our school can be found on our website: [www.chellaston.derby.sch.uk](http://www.chellaston.derby.sch.uk)

To apply for this position, please visit <https://qegsmat.face-ed.co.uk/vacancies>

**Closing date for applications:** 6<sup>th</sup> December 2024 @Noon

**Interview date:** TBC

**Salary:** Scale 1 £8,971 - £9,111 pro rata (£23,656 - £24,027 FTE)

**Potential Start date:** TBC



## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Social Time Supervisor</b>
<b>Reporting to:</b>	Operations Co-ordinator
<b>Responsible for:</b>	To ensure the safety and welfare of students during social break times and general assistance around the school.
<b>Scale:</b>	Scale 1 £8,971 - £9,111 pro rata (£23,656 - £24,027 FTE)
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Childs Barred list

### **PURPOSE OF THE POST:**

### **DUTIES AND RESPONSIBILITIES:**

- Supervise break/lunch queues and ensure student enter venue safely and politely.
- Supervise the dining hall throughout the break/lunch period promoting good behaviour and a calm atmosphere.
- Ensure students clear their tables of dirty dishes and dispose of their litter in the receptacles provided.
- Assist with litter picking in and around food outlets.
- Wipe clean dining tables and clean up any spillages hazardous to students and staff, clear any rubbish left in dining areas.
- Assist with the running of in school events such as school photos, immunisations etc.
- Patrol the school in agreed areas during break/lunchtimes when it is raining.
- Deal with any unacceptable/challenging behaviour in line with school policy.
- Support the school's culture of Integrity, Care and Excellence.
- Maintain/update school displays, including within departments and around the school.
- Photocopy resources for departments
- Sort Lost Property & Uniform stock
- Cover first aid incidents that arise whilst on duty

## **METHODS OF WORKING**

### **The post holder must:**

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## Person Specification - Social Time Supervisor

Criteria	Essential	Desirable	Evidence
Skills	<ul style="list-style-type: none"> <li>• Ability to relate well to children.</li> <li>• Ability to work flexibly</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to carry out manual handling tasks</li> <li>• First Aid Training</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Working in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Working with children</li> <li>• Managing the behaviour of children</li> <li>• Health and Safety</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• Committed to personal and professional development with a willingness to undertake training necessary to enhance service delivery</li> </ul>		