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# TANFIELD SCHOOL

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HARD WORK | TRUST | FAIRNESS

## LUNCHTIME SUPERVISOR

GRADE 1 £24,027 PRO-ROTA  
(£4870.34)

## APPLICATION PACK



## WELCOME TO TANFIELD SCHOOL

Do you want to be part of a team that will help children to do the seemingly impossible?

We are looking for an exceptional Lunchtime Supervisor for Feb 2025. The right candidate will be totally aligned to our values of hard work, trust and fairness and completely committed to our mission: the school will get students to attend the best university, or real alternative, succeed in their dream job and thrive in all aspects of their life.

You would be joining a very strong staff team who are determined to drive further improvements at Tanfield. Our School is a vibrant and exciting place to work. I feel privileged to be the Headteacher of Tanfield school. The day I started in July 2017 was the proudest day of my career so far. I'm lucky to lead such fantastic students and staff and I truly believe their potential is limitless.

We have been a rapidly improving school. In 2018 we had the lowest progress 8 score in County Durham at -0.96. However, in the last 3 years we have been third, second and now top in Durham with +0.83. This also placed us second in the North East and in the top 5% of schools in the country. Whilst we are pleased with these results, we are striving to be in the top 1% of schools in the country within the next two years.

So, what is leading to the rapid improvements?

As Peter Drucker says, "Culture eats strategy for breakfast." We believe that the main driver to success is creating an achievement-oriented culture. A culture where it is cool to be smart and where all students work hard to attend the best university or a real alternative. We do this by having a 'no excuses' approach. We believe this instills strong learning habits, which ultimately helps students to become better qualified, more successful and happier. We expect students to follow homework and equipment rules, wear uniform with pride and always be 'on task', fully engaged and ready to learn.

We aim to provide high-quality education to all children, including those from disadvantaged backgrounds. It is widely recognised that pupils from deprived sectors of society are less likely to have had a knowledge-rich start to life and may already begin school at a disadvantage. Therefore, we have implemented a knowledge-based approach to address this and close any gaps in attainment and it has worked. Our disadvantaged students achieved a progress 8 score of +0.49 last year, which is the best in the NorthEast and significantly above the national average for non-disadvantaged students.

We know that education is the most rewarding, exhilarating but exhausting profession. We are guided by a philosophy of simplicity that aims for maximum impact on pupil learning with minimal workload for staff. We reduce burnout by applying this effort-to-impact ratio to everything we do. For example, our slimmed-down marking, centralised homework and detentions minimise work. We use whole class feedback to reduce workload. We want staff to nurture a healthy, sustainable balance between their school and home lives.

As an individual, I am driven to be the best that I can be, and I expect the same from students and staff. Therefore, we are constantly looking to take the best ideas from academies, schools, the independent sector and abroad. We don't believe in off-the-shelf strategies or practices; there is no silver bullet. It is really about being values driven, having clear vision, focusing relentlessly on results, operating strict routines, doing the simple things well every day, and building strong relationships at all levels.

If you are wholly committed to our mission, have the persistence and humility to return to it every day; to sustain our routines and live our values over and over, we would love for you to apply for this vacancy.

Regards,

**Steven Clough**

## WHO ARE WE LOOKING FOR?

- You will be an outstanding practitioner with a proven track record
- Have a strong background in the supervision of students
- Have proven experience of working in a lunchtime supervision role
- Be fully committed to Tanfield School's ethos of high expectations
- Have the resolve to make a real difference to the lives of students

## WHAT WE CAN OFFER YOU?

With great students who behave impeccably, an outstanding team of staff, Tanfield School offers an excellent opportunity for an ambitious, talented individual looking to develop their career.

You would be joining a very strong staff team with a supportive Senior Leadership Team who are determined to drive further improvements at Tanfield School.

Whole School responsibilities may change over time to help provide you with further experiences and skill development to support your career development and promotion opportunities.

Very effective staff training and support and outstanding CPD.

As a rapidly improving School, you would be joining us at a very exciting time and become part of a vibrant learning community that will offer you fantastic opportunities for CPD, career development, and for you to be able to make your mark.

Our tight, robust and no-nonsense behaviour systems ensure you can really support the teachers to teach.

## VISION AND CULTURE

We are passionate about excellence in education, giving students the very best start in life with a firm belief that excellent teaching transforms lives. Our core belief is that for all students to have high aspirations they must believe in themselves, be actively engaged in their learning and see the connection between what they learn today and who they want to become tomorrow. We teach a highly challenging academic curriculum for all students. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs. Everything we do at Tanfield is driven by this, so that our students can leave Tanfield with the best set of qualifications possible and as well rounded young people, thereby helping to maximise their life chances.

This vision is outlined in our Mission Statement, 3 values and 3 drivers:

At Tanfield School we have many minds but one mission: to get students to attend the best university, or real alternative, succeed in their dream job and thrive in all aspects of their life.

Our core values of hard work, trust and fairness permeate all that we do. From the moment a student arrives at Tanfield, we ask them to live these values:

### Hard work

We never give up. We remain positive so that we have the strength to persevere with even the hardest work. We do what it takes for as long as it takes.

### Trust

We are honest. We do what we say we'll do and do not make excuses. We are loyal and have the courage to do the right thing.

### Fairness

We play by the rules. We are respectful, polite, kind and courteous at all times. We don't take advantage of others and helping a member of our team is helping ourselves.

We also focus on three key drivers: Mastery, which is the drive to get better at things that matter; Autonomy, or the drive to direct our own lives; and Purpose, which is the drive to connect to a cause larger than ourselves (Dan Pink, 'Drive').

We clearly communicate our mission, values and drivers throughout every day so that the whole school community knows the purpose of everything that we do.

#### OUR FUTURE AMBITIONS

We are all exceptionally proud of how far we have come since our last inspection. However, we want to, and know we can, achieve so much more, best summed up by the philosophy of Dave Brailsford, from Team Sky, who stated 'We are always striving for improvement, for those 1% gains, in absolutely every single thing we do'. We want to be in the top 1% of schools in the country in the next two years.

#### NEXT STEPS

Tanfield School offers an excellent opportunity for an ambitious, talented individual looking to develop their career. We would be delighted to show you around our School in order to fully appreciate our excellent learning environment.

Learn more:

[www.tanfieldschool.co.uk](http://www.tanfieldschool.co.uk)

Or call the school on 01207 232881 and speak to Christine Hewitson, Director of Finance and Operations, to discuss the role further.

An Application Pack (including Job Description and Person Specification) is available to download from [www.tanfieldschool.co.uk](http://www.tanfieldschool.co.uk).

CVs are not accepted.

Closing date for applications: **Friday 31<sup>st</sup> Jan 2025 - 12 noon**

Interviews will take place: **Week Commencing 3<sup>rd</sup> Feb 2025**

Tanfield School is committed to safeguarding children and the appointment will be subject to receipt of an Enhanced DBS clearance, safer recruitment procedures, satisfactory references and completion of a six-month probationary period.

Eden Learning Trust is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.

Applicants with disabilities will be invited for interview if the essential job criteria are met.

## JOB DESCRIPTION

### **POST: Lunchtime Supervisor 7.5 hours a week**

#### **Description of role**

To ensure the smooth running and supervision of students during lunchtime periods.

#### **Duties and Responsibilities**

- To be on duty in the area allocated and the time allocated.
- To supervise students in the dinner queue and ensure students line up in an orderly fashion.
- Encourage good behaviour and table manners.
- To clear up all spillages during the meal promptly.
- To assist in the wiping of tables and chairs where necessary at the end of the meal.
- To ensure students leave the dining room sensibly.
- To supervise children in designated outside areas, ensuring good conduct and behaviour.
- To radio for support for any first aid/behaviour incidents and report accidents in accordance with the school's procedures.
- To supervise students with packed lunches and ensure clearance of waste.
- To ensure the removal of food and litter in the dining hall by pupils to maintain satisfactory standard.
- To challenge and deal with inappropriate behaviour in accordance with the School's Behaviour Policy, seeking assistance from staff according to school policy.

#### **Whole School**

- Provide a confidential service in all aspects of work within the school.
- Communicate and liaise with staff, students, parents, governors and members of the local community as appropriate.
- Comply with all policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any other professional duties as required, commensurate with the grade.

#### **Professional Relationships**

- Develop productive relationships with others.
- Consult and communicate effectively with stakeholders in the school.
- Managing conflicts, misunderstandings and disagreements to ensure that the school's needs are met.
- Seeking line manager support where necessary and appropriate.

#### **Pastoral Care**

- Report incidents that are witnessed regarding student welfare.
- Awareness of safeguarding protocols.

**Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development.
- Undertake any necessary professional development pertaining to the role.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holders' professional responsibilities and duties. The duties may change from time to time commensurate with the grading level of the post and following consultation with the officer which may involve a Trade Union representative.

All overtime is to be agreed in advance with the Director of Finance and Operations.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>4 GCSEs A-C (or equivalent), including English and Maths</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a school</li> <li>Experience of working in a supervision role with students</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in a lunchtime supervision role</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Ability to interact with students and adults in a friendly and professional manner</li> <li>Good communication and literacy skills</li> <li>Ability to work as part of a team</li> <li>Ability to work with minimum supervision</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>

<b>Character</b>	<ul style="list-style-type: none"> <li>● A strong moral purpose and drive for improvement</li> <li>● Motivated, enthusiastic and flexible</li> <li>● Mission aligned</li> <li>● Good sense of humour</li> <li>● Strong attention to detail and clarity</li> <li>● Ability to receive and act on feedback</li> <li>● Excellent interpersonal skills</li> <li>● A desire to develop yourself</li> <li>● Ability to work under pressure</li> <li>● Commitment to the full life of the school</li> <li>• Excellent record of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to use initiative</li> <li>▪ Good relationship with students</li> <li>▪ Good organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>● Application</li> <li>● Interview</li> <li>• References</li> </ul>
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# TANFIELD SCHOOL

HEADTEACHER **Steven Clough** BSc (Hons) NPQH

Tanfield Lea Road, Stanley, County Durham, DH9 8AY

✉ [enquiries@tanfieldschool.co.uk](mailto:enquiries@tanfieldschool.co.uk)

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[www.tanfieldschool.co.uk](http://www.tanfieldschool.co.uk)

