

# ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

Lunchtime Supervisor

May 2024



[www.elizabethcollege.gg](http://www.elizabethcollege.gg)  
01481 726544

Leading  
Independent  
Schools





## **ELIZABETH COLLEGE**

### **Lunchtime Supervisor**

### **May 2024**

A Lunchtime Supervisor is required to supervise and assist students during lunchtime, inside or outside on the College campus as directed, to ensure that a safe and positive environment is maintained. This role is required from May 2024.

This role is permanent, part-time for 7.5 hours per week, 12.15.p.m. to 1.45.p.m, Monday to Friday during term-time.

Information and full details of the post are included in the following documents, which are attached to and form part of these Particulars:

- ✓ Job Description
- ✓ Person Specification

### **ELIZABETH COLLEGE**

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a selective day school with a broad ability range located in St Peter Port in Guernsey. One of the earliest members of the Heads' Conference, it provides a challenging and highly stimulating academic and co-curricular programme for children from 2 ½ through to 18 years of age in a co-educational environment.

Whether it is for our youngest children in the Pre-School or the eldest studying for their A Level examinations, the Elizabeth College curriculum is vibrant, progressive and stretching. Our staff are focused on helping all our students to learn, to grow and to be better than they were yesterday. This is reflected in our students' examination performances and the successful careers of our alumni. But success goes beyond test scores and university acceptances; at Elizabeth College we nurture the whole child. Our school culture, our diverse offering of co-curricular activities and our comprehensive pastoral care instil in our students a set of core values that we hope will equip them for success for the rest of their lives.

The Junior School is split over two sites, joined by the Elizabeth College Junior School Field. The Acorn site for children aged 2 through to 7 (Key Stage 1) is located on the King's Road and the Beechwood site for children aged 7 through to 10 (Key Stage 2) is on the Queen's Road. ECJS is located approximately half a mile away from the Upper School, on The Grange. While the campus is split, common spaces such as sporting facilities are shared. Familiarity with the site, staff and routines allows for smooth transitions between the different educational stages, with staff working together to ensure continuity of pastoral and academic support.

The Upper School became co-educational in September 2021 with girls joining the College in Year 7 and Year 12. This change was made recognising the needs of modern society and builds on both our well-established co-educational offering in the Junior School and the positive impact of our twenty-year Sixth Form partnership with The Ladies' College. Years 10 and 11 remain boys only as we take a phased approach to the introduction of the co-educational model. The Upper School offers a wide variety of subjects with most students taking between nine and eleven GCSEs.

Beyond the classroom, there are extensive opportunities for students to become involved in Sport, Music, Drama, STEM activities, trips and tours, the Combined Cadet Force (CCF), the Duke of Edinburgh's Award Scheme and many other activities.



**Curiosity | Compassion | Courage**

## OUR VALUES

Everything we do at Elizabeth College is centred around living to our core set of values. They help steer how we behave, learn and treat each other, and they are embedded in and reflected upon in all aspects of school life.

An Elizabeth College education is designed to create well-rounded, resilient young people who have the skills, attitudes and values to be successful individuals who make a positive contribution to society. This focus begins right at the start of the Junior School with a simple set of easy to follow core values. For our youngest children we teach them to: Aim High, Be Kind, and Be Brave. Providing this toolkit for school life, ensures we encourage them to develop self-confidence and a love of learning, while being sensitive to the feelings of others.

As students move up through the years and into the Upper School we actively use our core values: Curiosity, Compassion and Courage to guide our daily interactions with one another and our approach to school work.

*Please visit our website at [www.elizabethcollege.gg](http://www.elizabethcollege.gg) for further information about Elizabeth College. If you have any questions about the post, please do not hesitate to contact us.*

**Applications for this position must be submitted on the Elizabeth College application form on request from:**

Mrs Lauren Lihou, HR Manager E: [HR@elizabethcollege.gg](mailto:HR@elizabethcollege.gg)  
The Bursary, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY

***Please do not submit supplementary information by CV or letter.  
All relevant information must be included in the application form.***

*Potential candidates who may find it difficult to or be unable to complete the application form but whose qualifications and/or experience meet the requirements of the role should contact Lauren as above.*

*Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.*

*All applications are welcome and will be considered in line with the Guernsey Discrimination Ordinance.*

The closing date for applications for this post is **noon on Monday 13 May 2024.**





## Job Description

### Lunchtime Supervisor

<b>Place of work:</b>	Elizabeth College
<b>Responsible to:</b>	Assistant Principal
<b>Purpose of Position:</b>	To supervise and assist students during lunchtime, inside or outside on the College campus as directed, to ensure a safe and positive environment is maintained
<b>Hours:</b>	7.5 hours per week for 1 hour per day from 12.15pm to 1.45pm, Monday to Friday, term-time only
<b>Remuneration:</b>	E/01 (currently £18.41 per hour)

*Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.*

### Main Duties & Responsibilities

Typical duties and responsibilities include (but are not limited to) the following:

- Supervision of students in a variety of locations which may include the Refectory, College Hall and outside on school premises (hardcourt, science quad, cricket nets etc.)
- Patrolling the designated duty areas on the main College campus, inside and out, making sure there are no problems as defined by the assigned duty area
- Ensure College areas are looked after / respected by students which includes directing students to clear away any litter or lunch items when appropriate
- Maintaining good order and discipline among students and safeguarding their health and safety
- Making sure that students do not leave the school premises or go into areas of the school that are out of bounds; knowing the layout of the College both internally and externally, and being aware of site entrances and exits, boundaries and access points for vehicles
- Cleaning up spillages and making sure that tables are clean
- Dealing with incidents of misbehaviour and, if necessary, reporting them to the duty member of staff or member of the Senior Leadership Team
- Tend to sick or injured students and report any serious accidents; liaise with staff on our main Reception re. sick or injured students to complete the incident paper work
- Dealing with emergency situations such as fire drills
- Communicating effectively and listening to students, dealing with situations as they arise
- Being vigilant and raising concerns about individual students or groups of students
- Knowing the school regulations and health and safety policy; being aware of and implementing school policies, in particular in relation to the safeguarding of young people
- Co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of personal Health and Safety, and that of any other persons who may be affected by acts or omissions at work.

The above list of duties is not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by the Assistant Principal or Bursar.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.



## Person Specification: Lunchtime Supervisor

	Essential	Desirable
<b>Experience, Knowledge and Skills:</b>		
Experience of working with in an educational environment		✓
Experience of working with young people		✓
Knowledge of when to raise concerns about students and/or incidents	✓	
Knowledge and understanding of your safeguarding responsibility (training will be provided)	✓	
Understanding of the importance of physical and emotional wellbeing	✓	
<b>Personal and Professional Skills and Attributes:</b>		
Motivated and enthusiastic with a positive, 'can do' attitude	✓	
An interest in working and interacting with young people	✓	
Ability to work as part of a team and also on also on your own initiative	✓	
Ability to address and manage the behaviour of students respectfully and consistently	✓	
Willingness to support sick and/or injured students sensitively and appropriately	✓	
A first aid qualification or the willingness to obtain one		✓
The flexibility to supervise students in a variety of locations, both inside and outside, as required	✓	
Good interpersonal skills with the ability to communicate effectively with students and staff	✓	
Ability to remain calm in emergency situations such as fire drills	✓	
Willingness to participate in the required training and professional development	✓	
An understanding of the need for confidentiality and the ability to maintain confidentiality	✓	
A natural desire to present Elizabeth College in the best light at all times	✓	