

HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT

Headteacher: Anne Kelly BA MBA

Telephone: 01795 424223

www.highsted.kent.sch.uk

Email: admin@highsted.kent.sch.uk

Midday Supervisor

6.25 hours a week, term time only

(Highsted Academy Trust pay band 3: £18,425 pro rata)

Friendly, flexible and enthusiastic Midday Meals Supervisor required to work at this outstanding girls' grammar school. The successful candidate will supervise the site inside and outside and be a visible presence to ensure the safety and well-being of students during the lunch break.

Application forms containing contact details of two referees, including email addresses, should be accompanied by a CV and covering letter explaining why you feel you would be suited to this post.

Please contact Linda Sayers at the school or visit the website to download further information and an application form: www.highsted.kent.sch.uk

(Closing date noon 3 October 2022)

Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.

Highsted Grammar School is an Equal Opportunities Employer.





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GENERAL INFORMATION

Summer 2022 school performance:

GCSE results achieved by pupils at the end of key stage four

	2022	2021
Percentage A*/A grades / 7 and above	44%	57.9%
Percentage of pupils gaining 9 - 4 grades, in English and maths	97.4%	100%
Percentage of pupils gaining at least two 9 - 4 grades, science	97.0%	99.2%
Percentage of pupils gaining at least one 9 - 4 grade, MFL	80.2%	94.3%
Percentage of pupils achieving history or geography 9 – 4	100.0%	99.0%
Percentage of pupils achieving English Baccalaureate*	98.3%	98.4%

* **English Baccalaureate** consists of 9 - 4 grades at full GCSE in English, mathematics, two science subjects, a foreign language and history or geography.

A-level results achieved by students at the end of Year 13

	2022	2021
Percentage pass rate	99%	100%
Percentage A*-B grades	81%	83%

'Highsted Grammar School is an outstanding school. It knows its strengths and areas requiring improvement very well.'

'The school is ambitious for its students and is very effectively focusing the staff team and the girls themselves on raising their expectations and achievements.'

'The school effectively enables girls to make excellent progress. They achieve the highest academic standards.'

'The curriculum gives girls an outstanding range of experiences and there is excellent involvement in extra-curricular activities.'

'There is a strong mutual respect between staff and girls. Initiative is encouraged and girls say that they get on very well together, help one another and enjoy school.'

(Ofsted Inspection report 2009)

Highsted Grammar School is a small girls' grammar school (around 900 on roll, including 182 in Sixth Form) situated in the North Kent town of Sittingbourne. As an outstanding school, we were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support

of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and SCITT trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Pupils are granted places at the school on the basis of success in the Kent selection tests or the Highsted Test, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Highsted continues to be placed in the top 100 secondary schools (The Telegraph) based on our A-level results.

The school, formerly sponsored by Microsoft, received specialist school status through science and consequently we have implemented major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition in the school. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has become a regular part of the summer term enrichment programme, supported by substantial grants from the EU.

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of the students. It provides an opportunity to work with able and well-motivated students within a successful department and with friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

In line with supporting the wellbeing of all staff, all Highsted employees will receive a private health care package supported by Benenden Health Care.

Anne Kelly (March 2022)

HIGHSTED GRAMMAR SCHOOL: JOB PROFILE
RESPONSIBILITIES FOR EDUCATIONAL SUPPORT STAFF

Job title: Midday Meals Supervisor

Reports to: Administration Office Manager

Postholder's name:

Date:

Grade: Highsted Academy Trust Band 3, point 7

Hours: 12.55 to 14.10 Monday to Friday
6.25 hours a week, term time only, i.e. 38 weeks per year

Purpose of job

To supervise the site inside and outside and to be a visible presence, to deter bad behaviour and to ensure the safety and well-being of students during the lunch break in line with Kent's 'Ways to Success' document. Teamwork, efficiency, flexibility, good time management are all essential qualities for the post of Midday Supervisor.

Dimensions

1. *Line management responsibilities:*

Not applicable.

2. *Statistical information relating to the scope of the job.*

School roll: 900

Agreed by

Approved by

Date

Principle accountabilities

To supervise the site inside and outside and to be a visible presence, to deter bad behaviour and to ensure the safety and well-being of students during the lunch break.

Outline of Main Duties

- To work with prefects and staff to help keep the lunch break calm and orderly
- To supervise pupils in a designated area of the school premises/grounds by making regular tours of the area designated
- To intervene in instances of inappropriate behaviour
- To be alert to instances of bullying and to report such concerns to the Bursar, Senior member of staff or the appropriate Head of Year
- To act in cases of injury etc. summoning other staff as necessary
- To supervise the dining hall and to promote orderly behaviour amongst pupils queuing and eating there, ensuring crockery, cutlery, trays and leftovers are returned by pupils to relevant collection and disposal points

Person Specification:

- The post-holder should have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly
- They should maintain confidentiality and observe data protection guidelines
- It is the duty of the postholder to act in a non-prejudicial and non-discriminatory manner towards all pupils and employees, irrespective of age, disability, gender, gender-identity, race, religion or belief and sexual orientation. The postholder should also counteract any prejudicial or discriminatory practice or behaviour by challenging and reporting it
- It is the duty of the postholder to report to the Designated Child Protection Officer any concerns relating to child protection issues, including any disclosures made by pupils

Confidentiality

All personal information regarding pupils, parents, employees at the school to which the Midday Supervisor may have access in the course of his/her work are to be regarded as strictly confidential in all respects even within the working environment. Disregard of confidentiality will be grounds for disciplinary procedure.

To fulfil as an employee, legal obligations under Health and Safety requirements; namely those of personal safe practice and the promotion of Health and Safety procedures generally.

Job context

The postholder has day to day contact with staff, students, parents and members of the public, in person and by telephone and works as a Midday Supervisor.

Organisational structure

Headteacher



Post holder (6.25 hours per week)