

LUNCHTIME SUPERVISOR – PREP SCHOOL SEPTEMBER 2023 START

Thank you for showing an interest in this post. We hope that the following information about St Helen's Prep school and job description will help you to decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve, and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year (28th in 2022), and we are ranked 30th for A Level's in the Telegraph League Table of UK Independent schools 2022. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

Alice Lucas, Headmistress

THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1200 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be brave and true, ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

THE PREP SCHOOL

The Prep School caters for approximately 490 girls aged 3-11 years.

Structure:

The Head of Prep School is supported by a Deputy and Assistant Head and there are leaders with responsibility for each Phase of the Prep School: EYFS (Nursery & Reception), KS1 (Years 1 & 2), LKS2 (Years 3 & 4), UKS2 (Years 5 & 6).

There are separate Subject Leaders in English and Mathematics with other Subject Leaders having responsibility across the Primary Phase.

The teaching of Music, PE and Speech & Drama is undertaken by specialist staff across the Phases and under the leadership of the Directors of these subjects in Senior School. Our Prep curriculum is constantly reviewed and updated in order to ensure that the girls receive learning which is progressive, stimulating and bespoke to them. Our formative and summative assessment systems have recently been updated to provide a more holistic picture of each individual's abilities. This means that teachers, parents and pupils know exactly where each girl is in terms of her learning and what her next steps are. All of the girls enjoy the advantages of being part of a large School and have access to a wide range of sporting facilities including an indoor swimming pool which is used from Nursery onwards.

Our girls are taught by well-qualified primary specialists with additional contributions from some Senior School staff in Years 5 and 6. Staff are kept up to date with current initiatives through inset meetings and outside educational specialists. All members of staff in the Prep School meet regularly and plan collaboratively, to ensure the best possible learning experience for the pupils. Phase Leaders work with teachers across year groups for this purpose and to promote best practice. Subject Leaders in Prep work with all colleagues to keep teaching programmes up-to-date and develop pupils appropriately. Subject coordinators liaise with their counterparts in Senior School to ensure progression and continuity.

St Helen's School

The girls' educational experience is enhanced by Educational Visits for every year group, and by visiting speakers, complementing school-based activities. In Years 5 and 6 there are residential courses, which are highly popular and very beneficial.

The tradition of daily assembly is developed as a key element in the girls' moral education and to promote British Values. An awareness of the ethics of community life, the environment and tolerance are celebrated through stories, speech, and drama.

Staff report formally to parents in writing once a year and hold Consultation Evenings during which parents are able to discuss their daughter's progress. Parents are encouraged to visit the school frequently, attending assemblies, presentations, concerts, Christmas productions, Dance Shows and Sports Day. The school values strong partnerships with parents. Throughout the year there are various workshops and curriculum / Meet the Teacher evenings for parents to attend.

EYFS and Key Stage 1

The pre-prep Section of the School is based in two buildings which have been tastefully converted into spacious, age-appropriate accommodation. Girls enter St Helens EYFS at 3+ (which comprises three Nursery classes of 16), with a further 12 girls joining at 4+ (making three Reception classes of 20). They are housed in Little Gables. Years 1 and 2 have three classes each of 20 pupils and they are based in Gables.

EYFS and KS1 consists of approximately 230 girls aged from three to seven years. The broad and balanced education which we provide caters for each girl as an individual in terms of her personal, social, and emotional development and engenders academic potential through play, exploration, active learning, creativity, and critical thinking. Each individual is encouraged to be self-motivated and independent, and students thrive in this secure and happy environment. Every

class in these stages benefit from the support of a full-time Teaching Assistant. There are also Welfare Assistants who are part of Nursery and Reception at St Helen's. Catering for the girls and staff is provided within St Helen's by a dedicated team, managed by an experienced chef manager.

The curriculum provides a firm foundation on which to build in KS2 and beyond. In Nursery and Reception, the teachers follow the principles of the Early Years Foundation stage. In KS1 & KS2, the teachers follow the National Curriculum as a basis, but extend and broaden this as appropriate in order to provide further challenge. Girls also learn Ballet and French.

There is a Library in each building, containing an extensive stock of fiction and non-fiction books. We encourage the girls to develop both library skills and an appreciation and love of literature through reading and visiting the library regularly. We have invested in ICT provision and the girls have access to laptops and iPads.

Before and after-school Co-Curricular activities are regarded as an essential part of the girls' experience from KS1. All teachers are expected to run a club each term. There are also very active School and Eco-School Councils.

THE POST

St Helen's Prep School are looking to bolster their team of Lunchtime Supervisors. These are term time only positions. Hours are: 11.45am-2.15pm, Monday to Friday. Plus, training sessions held on INSET days when you may need to be flexible with your hours.

SALARY: £5,937.75 per annum or £11.70 per hour actual (£17,813.25 FTE)

The role will report to: Assistant Head of Prep School

MAIN RESPONSIBILITIES

- Ensure the safety and well-being of our pupils during the break and lunchtime periods of the school day.
- Perform general administrative duties to support the smooth running of the school
- Encourage and develop safe, purposeful, and creative play
- Implement and support the school's behaviour policies
- Deliver First Aid in accordance with the School's First Aid Policy
- Oversee the girls in the dining room at lunchtime and be aware of any special dietary requirements for pupils whilst encouraging them to make healthy food choices

Other Duties:

- Promote and safeguard the welfare of children and young people, by adhering to and ensuring compliance with the school's Safeguarding and Child Protection policy.
- Implement responsibilities as set out in the School's Health & Safety Policy.
- Assume other duties which may be reasonably required or delegated by the Head of Prep or the Prep Senior Leadership Team from time to time.

THE PERSON

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Experience of working with children
- A warm, patient, and approachable manner
- Strong and positive communication skills
- Enthusiasm for the role – being proactive and able to use own initiative
- Ability to listen well to others
- Ability to implement and follow school policies
- Ability to model and provide positive play experiences
- Ability to work well as part of a team
- Ability to manage and update play equipment and resources

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Behaviour management training
- Relevant childcare qualification
- First aid qualification
- Play leader training
- Knowledge of latest play/behaviour research



St Helen's School

BENEFITS

- Free on-site parking and excellent public transport links
- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- A strong culture of professional development
- Well behaved pupils who are a pleasure to teach
- Access to the School's swimming pool and fitness suite
- Free lunch and refreshments
- Generous occupational sick pay
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.

APPLICATION PROCESS

Closing date: **8am Wednesday 31st May 2023.**

Interviews to take place after half term.

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by members of the Senior Leadership team, be observed supervising the children, have a tour of the Prep school and meet other members of the wider team.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2022 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london

