



The Blue Coat School

Founded by the Church of England in 1722



Information Booklet for Job Applicants
Breaktime Supervisor (Full time)

OFFICIAL



THE BLUE COAT SCHOOL'S VISION:

LIMITLESS LEARNING FOR TOMORROW'S ACHIEVERS



LIMITLESS LEARNING FOR TOMORROW'S ACHIEVERS



The Blue Coat School is an Independent Day Preparatory School offering an outstanding educational experience to over 600 boys and girls, aged 3 to 11 years. Occupying a beautiful site in Edgbaston, in 15 acres of playing fields and gardens, it is a thriving community where children achieve great things, not just academically but in all areas. Our extensive Co-Curricular programme offers opportunities beyond the classroom and nurtures well-rounded children, preparing them for life beyond Blue Coat.

Originally set up as a charity school 'for the purpose of maintaining poor children' in the centre of Birmingham, BCS relocated to Harborne in 1930 and has since become one of the largest IAPS Prep Schools in the country. A generous Bursary scheme continues to offer the opportunity of a Blue Coat education to all.

Founded by the Church of England, Chapel life remains a big part of the weekly school routine and Prep parents and staff join Chaplain for a weekly service. Meanwhile in Pre-Prep, Chaplain leads a weekly assembly for the children. Our diverse school community is representative of the local area and welcomes pupils of all faiths and none. Respect and multicultural understanding are fostered through our BCS Values which promote patience, respect and kindness. The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. It has excellent resources, which are used to provide enjoyable and imaginative learning.

Pupils consistently achieve outstanding results and they are well prepared for senior school entrance examinations. Many progress with the top scholarship offers to the region's most renowned senior schools including the Independent and Grammar Schools of the King Edward VI Foundation, Solihull School, Edgbaston High School for Girls and Bromsgrove School.

The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. Our community ethos is very strong, and we maintain the highest expectations of the interpersonal relationships between all stakeholders. The successful applicant will be expected to ensure that the excellent standards of the School are maintained.

OFFICIAL

PRE-PREP



Our Pre-Prep department begins in the Nursery with children aged 3-4 years. Unlike many schools, we begin with a traditional classroom setting. Children are taught in classes of up to 22, by a qualified teacher who is supported by an Early Years Teaching Assistant.

Learning is primarily through play and exploration but our children make fast progress with their letters, sounds and numbers and are often working with a range of educational resources. Children have the opportunity to visit our Forest School for two half terms and Reception at weekly intervals. Nursery also use the Pre-Prep Gym and are taught music by a specialist music teacher.

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. In Reception, children begin to use other areas in the School such as the swimming pool and music room. Moving to KS1 the school day becomes a full day with a range of subjects and English, other subjects are taught such as computer science, humanities and creative arts. The majority are taught by the class Teacher, supported by a Teaching Assistant, but



specialist teachers will lead PE, games, swimming and music lessons.

PREP



The Prep School covers Years 3 to 6. Each year group is led by a Year Group Leader and there are also subject leaders who support the curriculum development. The Head of Prep and the Deputy Head Prep are responsible for the day-to-day running of Prep.

In Prep, the children are taught by a number of specialist teachers in dedicated rooms such as the Creative Arts Studio, Computing Centre, Music Centre and newly upgraded Science Laboratories. They become familiar with moving around School and are well prepared for senior school.

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Children use individual iPads in all lessons, as well as practical and written

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A House system is introduced in Year 3 and children join one of six Houses

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members of staff. House competitions ensure that the children work as a team to

earn house points or compete for their House in sport, general knowledge quizzes

and a House Shout.



FACILITIES



- 1 Year 3 and Year 4 Hubs
- 2 Year 5 and Year 6 Hubs
- 3 The Year 6 Centre
- 4 All Saints
- 5 St Martin's
- 6 Chapel
- 7 Viney Building
- 8 Sports Centre
- 9 The Annexe
- 10 Branson Building
- 11 William Higgs Building
- 12 Centenary Building
- 13 Bissell Building
- 14 Saville Music Centre
- 15 School Hall
- 16 Forest School



The Blue Coat School enjoys an expansive 15-acre campus just three miles from the city centre. With a rich diversity of green spaces, classrooms, specialist facilities, playgrounds, sports pitches and after school social spaces, a big campus soon feels like home to pupils.

The Blue Coat School has a 25-metre indoor swimming pool, AstroTurf pitch and cricket nets, Forest School, IT Suite with recording booth and green screen technology, Music Centre, a Creative Arts Studio, Science Laboratories, Auditorium, School Chapel and extensive playing fields, to name just a few!

Our beautiful and well resourced campus enables us to offer over 120 clubs and activities a week, including activities outside of the curriculum such as chess, Spanish and coding. In addition, senior pupils experience subjects such as cooking, debating, gardening and STEM as part of our Friday afternoon Thinking, Exploring and Doing Programme (TED).

MUSIC

There is a very long and established tradition of excellence in Music at The Blue Coat School, with many children learning one or more musical instruments and many achieving Grade 8 before their final year here.

From Year 2, children can begin to take part in choirs, including the prestigious Chapel Choir from Year 5, orchestras, chamber groups and ensembles. The Blue Coat School is fortunate to have a diverse community of pupils from many different cultures, ethnicities, races and religions and we advocate for that diversity to be reflected and celebrated in the music curriculum.





SPORT



With a keen sportsman as Headmaster, it is no wonder that BCS Sport has gone from strength to strength! An extensive fixtures calendar, as well as intra-school competitions offer all children the chance to play competitive sport. We enter many national competitions and have achieved notable success including setting records at the England Schools Swimming Association Finals. BCS have also successfully hosted the IAPS Regional Swimming Qualifiers for the past two years.

The Blue Coat School is proud to have forged close links with local sports clubs and activity providers to enhance opportunities for our children in sport. These partnerships include Diamond Swim Academy, Aston Villa Football Club, Moseley Rugby Club, Edgbaston Golf Club and Edgbaston Priory Club.





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PASTORAL



Here at The Blue Coat School, we pride ourselves on providing the best possible pastoral care for children. Our provision is defined by the quality of our relationships with pupils, staff and parents, our strong partnerships and how staff respond to the needs of each and every child.

Every member of staff has responsibility for the children's wellbeing. Everyone works in the best interests of every child to safeguard their wellbeing and to ensure that every child has the opportunity to reach their full potential. We know that every child has the right to be heard and to have their views on their own wellbeing taken into account. We know that every child has the right to be safe and to be protected from harm. We know that every child has the right to be supported and to have their needs met. We know that every child has the right to be listened to and to have their views on their own wellbeing taken into account. We know that every child has the right to be safe and to be protected from harm. We know that every child has the right to be supported and to have their needs met. We know that every child has the right to be listened to and to have their views on their own wellbeing taken into account.



School Matron and the Chaplain also attend this meeting to ensure there is a holistic approach to pastoral care at The Blue Coat School.



JOB DESCRIPTION

BREAKTIME SUPERVISOR (FULLTIME)



Core Purpose of Post

- To promote and safeguard the welfare of all children and young persons for whom the post holder has responsibility and with whom the post holder comes into contact.
- To ensure the safety of all children during a break or lunchtime and to ensure that they are adequately supervised at all times.
- To promote good social skills at break and lunchtimes and uphold the Blue Coat School Values.
- To liaise with the Head of Prep and the Head of Pre-Prep to ensure breaktimes and lunchtimes operate efficiently within the Dining and Playground areas and to assist teaching staff during wet breaks as necessary.

General Duties and Responsibilities Professional

- Exercise loyalty to the Headmaster and to the School, upholding and maintaining its traditions and ethos.
- Set and maintain high standards of work in supporting the teaching and learning, as well as of personal and professional conduct, as guided by the National Occupational Standards for Supporting Teaching and Learning in Schools.
- Comply with all regulatory requirements including those of the Early Years Foundation Stage (EYFS).
- Comply fully with the requirements as set out in the DfE document 'Keeping Children Safe in Education' and any relevant supplementary guidance.
- Comply fully with the requirements as set out in the HM Government document 'Working Together to Safeguard Children' and any relevant supplementary guidance.
- Abide by the School's current systems and structures as outlined in policy documents including the First Aid and Health, Health and Safety and Safeguarding and Child Protection Policies, and take appropriate action in accordance with all such documents as and when necessary.
- Establish and maintain effective working relationships with colleagues and parents/carers.
- Participate as required in meetings with colleagues and parents in respect of the duties and responsibilities of the post.

- Take responsibility for one's own professional development, attending INSET days at the start of each term and attending other relevant courses whenever possible.
- Be punctual and adaptable, and dress in a smart but practical manner.
- Ensure that the principles for the Spiritual, Moral, Social and Cultural development of the children and the principles of the fundamental British Values are actively promoted.

JOB DESCRIPTION BREAKTIME SUPERVISOR (9.30am - 2.15pm during term time)



Breaktime Duties

- Promote good playground behaviour by instructing children when their behaviour is not acceptable (e.g. too noisy/lack of courtesy to others/playing too roughly/use of inappropriate language/moving to an area which is out of bounds).
- Reinforce acceptable behaviour such as walking on the path, staying off the grass when it is wet etc.
- Assist children with finding resolutions to social/friendship issues.
- Use sound behaviour management strategies to tackle behaviour issues, following the guidelines in the School's Behaviour Management and Exclusions Policy.
- Report any social/friendship/behavioural issues to the relevant staff: Head of Prep, Head of Pre-Prep, Form Tutors, Class Teachers.
- Ensure the safe and responsible use of equipment in the playground and encourage good care of it, especially putting away at the end of breaktimes.
- Ensure children leave the playground at the end of break quickly and sensibly to be ready for their lessons.
- Refer first aid issues to the School Matron or trained first aider.
- Develop a relationship of respect and authority with the children.



PERSON SPECIFICATION

BREAKTIME SUPERVISOR

(9.30am - 2.15pm during term time)

Qualifications/Professional Development

- A first aid qualification would be desirable.
- A qualification in childcare would be desirable.

Experience and skills

- Experience of working with children aged 3 – 11.
- Evidence of effective communication and listening.
- Experience of working in a primary school would be desirable.
- Experience of leading and participating in safe and creative play would be desirable.

Knowledge

- Sound knowledge of safeguarding principles.
- Knowledge of good practice in outdoor play for children aged 3 – 11 would be desirable.

Personal attributes

- Sympathy with the Christian ethos and activities of the school.
- Ability to work independently and as a member of a team.

- Ability to form and maintain relationships.
- Sensitivity to other and the ability to work cooperatively.
- Wholehearted commitment to the life of a vibrant school.



Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.

Start Date - Monday 31st March 2025

Working hours:

Monday - Friday, 9.30am - 2.15pm Term time

only

(Extra paid hours may be available in Aftercare)



HOW TO APPLY

Application forms, together with a supporting letter addressed to the Headmaster, Mr Noel Neeson, should be returned to recruitment@thebluecoatschool.com by **9am on Tuesday 25th February 2025**.

Interviews will take place **w/c 3rd March 2025**.

Successful candidates will be invited to attend a formal interview and there will also be an opportunity to tour the school on the day.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School. The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

The Blue Coat School is an equal opportunity employer.

For further details about the school and to download **an application form** please visit the [school website](#).

Please note, we reserve the right to close posts and commence interviews at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.





The Blue Coat School

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The Blue Coat School Birmingham is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

