

INSPIRE

INCLUDE

INTEGRITY

EXCEED



Midday Supervisor Recruitment Pack

—
Willow Primary School



Willow
Primary
School



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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Exceed Learning Partnership

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A message from the CEO...

Dear Applicant,

Thank you for taking an interest in developing your career with Exceed Learning Partnership.

As a trust, we are passionate about improving the life chances of the children and families we serve.

When any of us choose to work in education, I think we do so for three major reasons; we want to make a difference and inspire others; we want to pass on our enthusiasm for learning to the next generation; and we believe that a good education is the greatest means of helping establish a fairer society where everyone has the opportunity to make the most of their lives.

When we created Exceed Learning Partnership in April 2017, we did so in order to improve the life chances of pupils in and around Doncaster - particularly the most disadvantaged pupils.

Having grown out of Edlington, the academies within the Trust have demonstrated that with the right provision, support and highest aspirations - all pupils can and will succeed. This is the ultimate goal within our Trust - making sure all our academies are exceptional places of learning where everyone is able to thrive.

In our Trust, we believe that colleagues need the freedom to develop and perform to the highest standards - dovetailed with leadership and support that comes from an organisation that is passionate about removing any barriers to outstanding teaching and learning.

We are delighted to welcome colleagues who share in our vision to help our academies to thrive. We support our staff in their learning, with the latest research and innovation, as well as contribute to their growth by sharing our experiences. All of us within Exceed Learning Partnership continue to grow our expertise so that we can make a difference to the lives of our pupils.

We look forward to meeting with you and warmly welcome you to visit our Trust and all our academies to find out more about the role and the difference you can make!

Beryce Nixon OBE
Chief Executive Officer
and National Leader of Education



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1. Our Ethos



Children within our Trust will always be our main priority, with personalised learning as our starting point, making the challenges of 'Helping Children Achieve More' a reality.



Every child will have the opportunities to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.



The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in an Exceed Learning Partnership School, must be spent productively. Once wasted, it is gone forever and cannot be given back.

Every Child | Every Chance | Every Day

Our Vision

'To equip young people with the knowledge, skills and mindset to thrive and then take on the world!'

We will achieve our vision by:

Every child developing...

- a greater understanding of themselves as a learner
- Recognition of what their strengths are
- How they can share their strengths with others
- An understanding of what steps they need to undertake for their continual learning journey

Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

At Exceed Learning Partnership we believe in social justice through exceptional schools, creating and sustaining the best schools in which to learn and work by pursuing social justice for all.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment.

A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all schools within the trust.

This will focus on our learning philosophy skills:

- **Resilience**
- **Motivation**
- **Collaboration**
- **Creativity**
- **Investigation**
- **Teamwork**



Our Values

Inspire

Embodied in the Trust motto, "Every Child, Every Chance, Every Day", all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidenced-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

Include

At Exceed Learning partnership we are concerned with achieving equitable, diverse and quality education for all pupils. Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

Integrity

We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches and focus on developing holistic people.

Exceed

Excellence and enjoyment should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research-informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff; leading to the highest levels of achievement for all!

Our Aims



SO1. Outstanding Professionals

- To develop winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others



SO2. Innovative Systems Enabling Creative Schools

- To create innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well resourced and exceptionally well governed and led



SO3. Strong Partnerships and Communities

- To work closely with our local communities and parents to secure the best outcomes and opportunities for our learners.
- To develop a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all.



SO4. Exceptional Learners

- To develop learners who are highly successful with attributes, skills and qualifications for a fulfilling life.
- To ensure all our learners have a high quality school experience and enjoy an abundance of opportunities.

People Vision

We create exceptional, inclusive and enjoyable places to work

We are passionate about our purpose and inspire each other to deliver high performance

We act with integrity and our values drive our behaviours and decision-making

We strive to exceed in all we do and learn from every opportunity

...to deliver on our motto

*Every **Child***
*Every **Chance***
*Every **Day***



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A Message for the Candidate...

Letter from the Principal

Dear Applicant,

Thank you for your interest in the position of Midday Supervisor at Willow Primary School. Willow Primary school is a vibrant two form entry school that sits at the heart of the community, with 400 pupils. You will be joining our school at an exciting time, as we have just had the privilege of joining Exceed Learning Partnership. This will provide further opportunities for our school, as we continue our journey for excellence within a supportive and highly skilled community.

At Willow Primary School, we look to appoint ambitious individuals with a passion for teaching and learning. Our vision and ethos are integral to the success of our academy as we strive to ensure that every child, is given the best chance, every day. Our commitment to strong leadership, staff development and high pedagogical standards, means that the successful applicant will be joining an inclusive academy that puts people and pupils first.

We are seeking applicants who are innovative and proactive and who would relish the opportunity to make the next step in their journey. We place great emphasis on creating a supportive culture. I hope this will inspire you to apply for this opportunity and I look forward to receiving your application. If you wish to find out more information about our school, please take a look at our website

www.willowprimaryschool.co.uk

Once again thank you for your interest in this position.

Yours Sincerely



Davina Sumner
Executive Principal
Willow Primary School



Job Description

Exceed Learning Partnership is a multi-academy sponsor, specialising in the development of Innovative Education which sets high standards and gives pupils access to opportunities through excellent teaching and inspirational leadership.

ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high-performing educational institutions

Job Title	Midday Supervisor
Job Grade	Grade 3 Scale point 2
Working Hours	6 hours 15 minutes per week 1 hour 15 minutes per day Monday to Friday
Contract Type	Permanent
Annual Salary	£22366 per annum pro rata PAY AWARD PENDING Actual Salary £ 3200 per annum
Primary Location	Willow Primary School
Responsible to	Principal and Leadership Team

Exceed Learning Partnership (ELP)

ELP is a multi-academy sponsor, specialising in the development of innovative education, which sets high standards and gives pupils access to opportunities through excellent teaching and inspiration leadership. ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high performing educational institutions.

Job purpose:

As a Lunchtime Supervisor, you will actively supervise pupils during the lunch time period in the dining room, playground and throughout the academy premises.



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Job Description

General Responsibilities

- Model our Trusts core values of Inspire, Include, Integrity, Exceed and uphold the overall vision, mission and ethos of Exceed Learning Partnership
- Recognise your own strengths and areas of expertise and use these to inspire and support others.
- Promote teamwork, working in partnership to ensure effective working relations.
- Treat all users of the Academies within the Trust with courtesy and consideration.
- Be aware and comply with equal opportunities and all Trust policies, at all times.
- To assist with the development of policies and procedures as may be required outside your own remit of role.
- To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
- To produce and respond to complex correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance appraisal as required
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the nature of the post as directed by the Line Manager

The duties and responsibilities highlighted in this job specification are indicative and may vary over time.

Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



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Job Description

Main Duties

- ❖ To support the welfare, health and safety of pupils at designated times
- ❖ To promote and foster good relationships between pupils through the engagement in play and games activities
- ❖ To lead and encourage pupils to take part in activities and games appropriate to their age and abilities
- ❖ To challenge inappropriate behavior and to provide pupils with boundaries of acceptable behavior
- ❖ To identify any causes of concern displayed by pupils and to report these to a Senior Pupil Supervisor or class teacher where appropriate
- ❖ To arrange for first aid to be administered
- ❖ To clean up spillages and sickness
- ❖ To hand over any valuables/personal possessions left in communal areas to a supervisor
- ❖ To oversee the cleanliness of dining areas e.g. clean up spillages and ensuring eating areas are hygienic, removing used dinner plates and cutlery setting up and putting away dining tables, assisting with serving meals to children
- ❖ To undertake other reasonable duties (with competence and experience) as requested in accordance with the changing needs of the organisation
- ❖ To be aware of responsibilities under child protection legislation and report concerns to the designated safeguarding lead (DSL)

Safeguarding Children

It is the responsibility all members of staff to follow the correct safeguarding procedures in the academy.

- ❖ All staff have a duty to attend child protection training every three years
- ❖ All staff have a duty to read and follow the safeguarding policies in the academy
- ❖ To Be trained in Procedures for Safeguarding & Child Protection and ensure that the procedures are applied in all aspects of the role.

All staff have a duty to report any concerns about a child or potential breach of safeguarding procedures by an adult to the designated person for Child Protection which is the Principal.

Health and Safety

- ❖ Be trained in procedures for Health & Safety & First Aid
- ❖ To administer First Aid as agreed in the procedures within the Policy

To be trained in Procedures for Safeguarding & Child Protection and ensure that the procedures are applied in all aspects of the role.



Job Description

Equal Opportunities

- ❖ To ensure that all pupils are respected and treated equally at all times
- ❖ Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.

Performance Appraisal

- ❖ To set key targets for development
- ❖ To work towards achieving targets for development

Professional learning

- ❖ To carry out professional learning opportunities
- ❖ To complete all allocated statutory training within the set timescales

Conditions of Employment

- ❖ The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- ❖ The post holder is required to support and encourage the academy's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- ❖ To uphold the academy's policy in respect of child protection matters.
- ❖ S/he shall be subject to all relevant statutory and institutional requirements.
- ❖ The post holder may be required to perform any other reasonable tasks after consultation.
- ❖ This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- ❖ This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post-holder.
- ❖ All staff participate in the academy's performance appraisal scheme



Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

	CRITERIA	ESSENTIAL OR DESIRABLE	APP FORM	DOC S	INT
1. Education, Qualifications and Vocational Training	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	✓	
	First Aid Certificate	D	✓	✓	
2.Relevant Experience	Caring for children/young people	E	✓	✓	✓
	Engaging in children's activities in a formal setting	D	✓	✓	✓
	Previous supervisory experience	D	✓	✓	✓
	Experience of working within a school environment	D	✓	✓	✓
	Experience of children in as many age groups as possible	D	✓	✓	✓
3. Knowledge and Skills	Good oral communication	E	✓	✓	✓
	Excellent literacy/numeracy skills	E	✓	✓	✓
	Knowledge of safeguarding and child protection procedure	D	✓	✓	✓
	Knowledge of health & safety procedures	E	✓	✓	✓
	Practical First Aid skills	E	✓	✓	✓
	Good organisational skills	E	✓	✓	✓
4. Personal Characteristics	Ability to relate well to children and adults and work constructively as part of a team	E	✓	✓	✓
	A pleasant and sympathetic manner	E	✓	✓	✓
	A calm, flexible, pleasant and sympathetic manner	E	✓	✓	✓
5. Additional Factors	Excellent Professional Qualities	E		✓	✓



How To Apply

Guidance Notes for Applicants

If you have the qualities and want to be part of a high-performing team, dedicated to providing the best possible educational opportunities for the young people of Doncaster, then please send your completed application form to:
Email: recruitment@exceedlp.org.uk

By Post to:
Lorraine Burton
Personnel Manager
Exceed Learning Partnership
Edlington Lane
Doncaster
DN12 1PL

You can also hand your application form direct to the school for the attention of:

Diane Morey
Academy Business Manager
Willow Primary School

Closing Date for Applications: Friday 25th October 2024

Applications will be processed upon receipt and applicants meeting the requirements of the role will be invited to interview by arrangement with the school.

References will only be taken for shortlisted candidates who will be notified beforehand. If you are shortlisted, please contact each of your named referees to inform them that, we will request a reference prior to the interview.

Please note that providing false information as part of your application may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice.

The Directors and Governors of Exceed Learning Partnership are committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

If you have not heard from us within three days of the shortlisting date, then unfortunately on this occasion your application has been unsuccessful.



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