

Every child, every chance, every day.

Every child deserves the best possible start in life

Sept
2022



Recruitment Pack Midday Supervisor



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Welcome from the CEO

Dear Applicant,

Thank you for taking an interest in developing your career with Exceed Learning Partnership. We are a Multi-Academy Trust currently serving eight primary academies within Doncaster with ambitions to grow over the forthcoming years. Our leaders in all our academies have been making significant impact in Doncaster schools for many years. It is a great opportunity to work with a group of fantastic school leaders who believe passionately in what they are doing.

When any of us choose to become teachers, I think we do so for three major reasons; we love our subject and want to inspire others to share this; 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 our ultimately goal within our Trust – making sure all our academies are exceptional places of learning where everyone thrives.

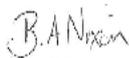
In our Trust we believe that teachers need the freedom to teach brilliantly, the development and training to grow as learners themselves and the leadership and support that comes from an organisation that is solely focused on education and is run by people who are passionate about Teaching & Learning and know how to create and sustain outstanding schools.

In our Trust we are delighted to welcome great leaders 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 our Academy.



Beryce Nixon
Chief Executive Officer and National Leader of Education
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Mission Statement

EVERY CHILD, EVERY CHANCE, EVERY DAY



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.

We will achieve our vision by:

Every child developing:

- a greater understanding of themselves as a learner
- recognise what their strengths are
- how they can share their strengths with others
- understand 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 and Evaluation.



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 and Strategic Objectives

<p>Strategic Objective 1: Outstanding Professionals</p>	<ul style="list-style-type: none">• 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
<p>Strategic Objective 2: Innovative Systems Enabling Creative Schools</p>	<ul style="list-style-type: none">• To create Innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well-resourced and exceptionally well governed and led
<p>Strategic Objective 3: Strong Partnerships and Communities</p>	<ul style="list-style-type: none">• 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.
<p>Strategic Objective 4: Enabling Exceptional Learners</p>	<ul style="list-style-type: none">• 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.



Meet Our Central Team



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Letter from the Principal – Sarah Crampton

Dear Applicant

Thank you for your interest in the position of Midday Supervisor at Carr Lodge Academy.

At Carr Lodge Academy we strive to appoint highly motivated individuals who can take the Academy forward and deliver our vision and ethos. We value every pupil's wellbeing and aim to give every pupil an opportunity to reach their potential, with the help of a very dedicated team of staff, governors, parents and pupils.

This is an exciting opportunity for the successful applicant to use their skills and individuality and support us in our continuing journey of improvement. In January 2019 the academy was judged to be 'good' by OFSTED. Some of the strengths noted were:

- The principal, working closely with senior leaders and governors, provides good leadership. The leadership team is strong and ambitious, and determined that every child will succeed.
- Leaders know the school inside out. They have pinpointed the right priorities for development and take decisive action to ensure the continual improvement of the school.
- Governors know the school well. They are ambitious and hold leaders to account well.
- Equally, the trust has an accurate view of the school. Its well-directed efforts have reenergised leaders and helped to improve all aspects of the school.
- The quality of teaching, learning and assessment is good. Developments in the quality of teaching have improved pupils' learning, particularly in mathematics. As a result, pupils make good progress and their attainment is above average at the end of Year 6.
- Children in the Nursery and Reception classes get off to a good start in their learning. They are well taught and enjoy the stimulating activities on offer, so they are ready for the demands of Year 1.
- Leaders ensure that arrangements for safeguarding are good. Safeguarding procedures are given the highest priority and are understood by staff. As a result, pupils feel safe and know help is always available.
- Pupils are courteous, considerate and keen to learn. They behave well in lessons and around the school. This contributes to a harmonious atmosphere in the school.
- Teachers generally assess pupils accurately and match tasks to differing abilities. On occasion, tasks for the most able lack challenge. This slows their progress.
- The wider curriculum has been redeveloped to capture pupils' interests and it inspires pupils to want to know more.
- Some middle leaders are new to their role. They are keen and enthusiastic but their work is at an early stage and they have not had the opportunity to fully develop their key areas of responsibility and improve pupils' learning further.

Following on from the OFSTED inspection we are determined to continue our journey of improvement to achieve the highest possible standards for our pupils. We would like to appoint someone who has the same vision and drive for our pupils and can add positively to what we already have in place.

I hope this will inspire you to apply for this unique opportunity and I look forward to receiving your application. Once again thank you for your interest in the position.

Mrs S Crampton

Principal



About our Academies

Edlington Victoria Academy and Hill Top Academy are both large primary academies in the village of Edlington, Doncaster, for pupils of nursery age through to Year 6. Edlington Victoria has 258 pupils on roll, and was judged as 'good' during its last Ofsted inspection in January 2020. Hill Top was judged 'outstanding' in November 2011. It is a National Support School and the CEO is a National Leader of Education. Hill Top currently has 398 pupils on roll.

Carr Lodge Academy in Balby, a newly-built school in 2015, will offer 420 places to primary pupils and secured a 'good' judgement in January 2019.

Exceed Learning Partnership welcomed Sandringham Primary School to our Trust; a large primary in Intake with 455 pupils on roll. This academy has a 'good' inspection judgement, secured in June 2018.

Hatfield Sheep Dip Lane Primary joined the Trust in April 2020. It currently has 276 pupils and serves the Hatfield/Dunsville community. It currently has a judgement of 'requires improvement.' In its last inspection. All our pupils come from a range of social and cultural backgrounds and the academies have a very strong community ethos which influences all aspects of academy life.

Bentley High Street Primary, Rosedale Primary and Willow Primary recently joined the Trust on 1st April 2022.

The academies have dedicated senior leaders who support the work of the CEO/Principal in leading and managing improvement, under the guidance of a dedicated Board of Directors and Local Governing Boards. The academies also have a large number of support staff to enhance learning opportunities, including HLTAs and experienced Teaching Assistants. The academies are fully committed to the inclusion of all pupils and to providing the pupils with the most exciting and inspiring learning opportunities in order to raise standards and meet the core offer

The Exceed Learning Partnership



Application Pack for the position of Midday Supervisor Carr Lodge Academy



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JOB DESCRIPTION

Exceed Learning Partnership (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 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 2x 7.5 hrs per week and 1 x 10 hrs per week

GRADE: Grade 3, scale point 1 £9.52 per hour

RESPONSIBLE TO: Principal/Business Manager/Catering Manager

JOB PURPOSE: To actively supervise the pupils in the dining room, playground and throughout the academy premises during the lunchtime period.

MAIN DUTIES AND RESPONSIBILITIES

- 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 behaviour and to provide pupils with boundaries of acceptable behaviour
- 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 eg 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 head teacher

Safeguarding Procedures:

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

1. All staff have a duty to attend child protection training every three years.
2. All staff have a duty to read and follow the safeguarding policies in the academy.
3. 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.

Health & Safety

1. Be trained in procedures for Health & Safety & First Aid/Paediatric First Aid.
2. To administer first aid as agreed in the procedures within the Policy.
3. To be trained in Procedures for Safeguarding & Child Protection and ensure that the procedures are applied in all aspects of the role.

Equal Opportunities

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

Performance Appraisal

1. To set key targets for development
2. To work towards achieving targets for development

Professional Learning

1. To carry out professional learning opportunities.

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

Signed Principal:	
Date:	

PERSON SPECIFICATION: Midday Supervisor

This personal 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 personal specification. You should refer to these requirements when completing your application.

	Criteria	Essential or Desirable	App Form	Docs	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 calm, flexible pleasant and sympathetic manner	E	✓	✓	✓
5. Additional Factors	Good communication and interpersonal skills Good organisation and time management skills Able to work independently and collaboratively with others. Flexible approach to work within school	E		✓	✓

How to Apply – Guidance Notes

The Exceed Learning Partnership



Prior to applying:

If you are unclear about any aspect of the application process or you would like any additional information about Carr Lodge Academy, Exceed Learning Partnership or the role, then please contact: The Principal, Mrs Sarah Crampton, 01302 230700

Informal Communication and visits to the Trust and Academies are strongly advised

If you think 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:

businessmanager@carrlodgeacademy.org

Post: Carr Lodge Academy, Grady Drive, Doncaster, DN4 8GA

Appointment Process**Closing Date for Applications:**

Friday 8th July 2022 midday

Shortlisting for Candidates:

Friday 8th July 2022

Interviews: Monday 11th July 2022

Should you decide to apply, please confirm your availability for these dates when submitting your application.

References will only be taken up for shortlisted candidates who will be notified beforehand. Please contact each of your named referees to inform them that, if you are shortlisted, 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 if you have already