



Mid-day Supervisor

BURSCOUGH PRIORY ACADEMY



Dear Applicant,

Thank you for your interest in the position of Mid-day Supervisor at Burscough Priory Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally in the Trust.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', with a horizontal line extending to the right.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

ENDEAVOUR LEARNING TRUST

OUR SCHOOLS





Our School

Dear Applicant,

Thank you for your interest in the Mid-day Supervisor vacancy at Burscough Priory Academy.

We are a small and thriving community school, within the Endeavour Learning Trust family of schools. Since joining the Trust, we have made rapid and sustained progress over the last three years, with the vision of being a 'Great school at the heart of the community.'

At our school you will find a caring, ambitious and inclusive community; one that is dedicated to celebrating the potential and uniqueness of everyone. To support this commitment, there is a strong curriculum, inspirational and challenging teaching and learning and outstanding pastoral care. In November 2022, this was recognised by Ofsted and we were judged a 'Good' school.

The relationships that are fostered in school between the children and staff are exceptional. We are very aware of our responsibility as a school at the heart of our Burscough community and we know that excellent relationships with our parents, staff and within the wider community are crucial to the success of the children. Our motto is, 'E Pluribus Unum,' which translates as 'Out of Many, One.' You will feel a distinct feeling of togetherness, working as one to make sure our children feel safe, valued and well supported.

Our family ethos is tangible; we work as a team and we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the information in this pack give you a flavour of who we are and what we do. If you have any further questions about the role please get in touch.

We look forward to receiving your application.

Yours faithfully,

Mrs L MacLaren
Headteacher

Mid-day Supervisor

Part time, Permanent, Term time only

£23,151.49 pro rata

£3.968.10 per annum

Burscough Priory Academy are looking to appoint a Mid-day Supervisor, on a permanent basis, to ensure the safety, welfare and good conduct of students during the lunch break period. The successful candidates will also support in the preparation for and the clear up after the lunch period.

This would be an ideal opportunity for someone who is calm, approachable and punctual with a flexible attitude, a keen eye for detail and the ability and desire to be part of the team.

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

We can offer you:

- A supportive and encouraging team
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

ADDITIONAL DETAILS

8 hours per week Monday to Friday 1:00pm-2:30pm (shift patterns change during exam season Mon to Fri 12pm-1:30pm)

This position is part time hours, permanent and term time only

HOW TO APPLY

To apply, please complete our application form and include a personal statement to support your application and outline the relevant skills and experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9.00am on Wednesday 8th May 2024

Interviews are to be held on Friday 10th May 2024

Prospective candidates are welcome to contact the school for a telephone conversation prior to the final application please contact Miss P. Murray, Operations Manager at p.murray@burscoughprioryacademy.org to organise a convenient time.

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

MID DAY SUPERVISOR



JOB DESCRIPTION

To secure the safety, welfare and good conduct of students during the lunch break period. To support the preparation for and the clear up after the lunch period

Main Responsibilities

- Prepare canteen for dining, including setting out tables and chairs, if required.
- Ensure mops/buckets/cloths and fresh water is available.
- Supervise children in the canteen during their meals, or on the outside playgrounds, or other school areas, such as corridors and buildings and toilets as directed.
- Report any issues of concern to Line Managers or Senior Leaders as appropriate. Assist in clearing tables, collecting rubbish, washing tables and cleaning dining area as required.
- To attend staff training and meeting as appropriate
- To contribute to the duty rotas at unstructured times as required
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the schools health and safety rules, reporting any health and safety concerns to the Site Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the CEO/ Headteachers
- Be aware and ensure that everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Undertake personal development through training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the inductions of other support staff as required.

PERSON SPECIFICATION

	PERSONAL ATTRIBUTES	<u>Essential (E)</u> <u>Or Desirable (D)</u>
QUALIFICATIONS	First Aid Qualification (qualification not essential at point of application, training will be given if required)	E
EXPERIENCE	Working with Young People	D
	Customer Care	D
	Health and Safety	D
SKILLS	Ability to use relevant equipment	E
	Ability to relate well to children and adults	E
	Willingness to acquire awareness of COSHH regulations	E
	Willingness to acquire awareness of hygiene procedures	E
	Willingness to participate in development and training opportunities	E
	Ability to work on own or as part of a team	E
OTHER	Commitment to equality & diversity	E
	Commitment to health & safety	E
	Commitment to attendance at work	E
	Flexible approach in terms of duties	E
	Possession of a positive outlook	E
	Commitment to undertake further training and professional development	E
	Disclosure and Barring Service clearance	E
	Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E
	Compliance and adherence to the document 'Guidance for Conduct'	E