



Mid-day Supervisor

Churchtown Primary School



Dear Applicant,

Thank you for your interest in the position of Mid-day Supervisor at Churchtown Primary School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and 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 within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

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', written in a cursive style.

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 our vacancy at Churchtown Primary School, part of the Endeavour Learning Trust.

On behalf of the children, staff and Local Academy Council, I welcome you to Churchtown Primary.

We are a vibrant, inclusive and family orientated school with a strong community ethos, which prides itself on its caring staff and welcoming environment. Churchtown Primary is situated close to the centre of the old village of Churchtown near St. Cuthbert's Church and borders onto the Botanic gardens.

I am so proud to be Head of our caring community of learners with a fantastic staff team, supportive parents and happy, engaged children.

We appoint highly motivated staff, who continually strive to provide the best quality teaching and learning for every child in their class every day. We believe in providing the best quality teaching and learning for all our children and work together to ensure that our curriculum engages all learners and provides opportunities for deeper learning

We hope the enclosed information about the role will encourage you to join us here at Churchtown Primary School.

Yours sincerely,

Mrs J Payne
Headteacher

Mid-day Supervisor

Part time, Permanent, Term time only

£23,151.49 pro rata

£3,968.10 per annum

Churchtown Primary School are looking to appoint three part time Mid-day Supervisors, 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.

The School 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

7.5 hours per week Monday to Friday 11:30am-1:00pm

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

HOW TO APPLY

Please complete our application form in full, and send to vacancies@endeavourlearning.org please 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 9am on Friday 12th April 2024

Interviews will be held on Thursday 18th April 2024

If you require any further information, please contact our Recruitment Manager, Mollie at m.fairhurst@endeavourlearning.org

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.

Job Description – Mid day Supervisor

Job Title	Mid-day Supervisor
Grade	Grade 2 Scale Point 2
Salary	£23,151.49 pro rata
Pro Rata	£3,968.10 per annum
Location	Churchtown Primary School
Hours Per Week	7.5 hours per week Monday to Friday 11:30am-1:00pm
Weeks Per Year	Term Time Only
Temporary/Permanent	Permanent

Churchtown Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Purpose

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

Key Responsibilities / Accountabilities

- 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 Trust's Resource Development 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.
- Complete relevant paperwork e.g. timesheets and forward to Line Manager for processing when requested.
- 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.

NOTE: In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.

Person Specification – Mid day Supervisor

	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

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