



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Mid-Day Supervisor
Burnley High School





A message from the Headteacher

Thank you for expressing an interest in the position of Mid-Day Supervisor at Burnley High School.

This is a fantastic opportunity for an outstanding, ambitious and dynamic Mid-Day Supervisor to join a Good school at an exciting stage of its journey.

Burnley High School is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a smaller than average secondary school, part of Education Partnership Trust (EPT), serving the community of West Burnley and Padiham. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

In May 2017, the school was judged as 'Good' in all areas by Ofsted. A copy of the report can be downloaded from the School's website. Inspectors found our school to have a "polite, well-mannered students who are incredibly proud of their school", "relationships between teachers and pupils are positive and based on genuine respect and care" and that our "pupils have good attitudes to learning and are keen to succeed".

At Burnley High School, everyone is committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure a world class education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements.

Every student at Burnley High School is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at Burnley High School – our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

Burnley High School is a successful 11 – 16 high school and over the past five years has achieved the following:

- Judged as Good across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- External outcomes in 2019 demonstrated good progress with a positive Progress 8 score.
- Established as the ‘school of choice’ in the local area, and oversubscribed in every year group.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact mrigby@burnleyhigh.com



E. Starkey
Headteacher



**Education
Partnership
Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals



Job Advertisement

Mid-Day Supervisor

Hours:	10 hours per week (12-2 Monday-Friday)
Weeks Worked:	38 Term Time
Start Date:	ASAP
Salary:	£10.50 p/h

Burnley High School wishes to appoint a hardworking, enthusiastic and committed Mid-Supervisor. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

- To work with and supervise individuals and groups of children
- To support access to dining facilities and recreational activities, inclusive of physical and general care.
- To support the school in the management of students during lunch times.

What are the job requirements?

- Establish good working relationships with students acting as a role model and being aware of and responding appropriately to individual needs.
- To ensure that all pupils have equal access to recreational and dining activities.
- To provide support to students, including those with special needs, ensuring their safety and access to recreational activities and dining facilities.
- To encourage students to act independently as appropriate.
- To promote inclusion and acceptance of all students in recreational and dining areas by encouraging them to interact with each other and to engage in social activities.

Amongst the many benefits of working within the Trust you will receive:

- Employee cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Access to government pension schemes.
- Free parking



- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing

Closing date: 6th January 2023 (candidates may be invited to interview before the closing date if deemed suitable)

Interview date: TBA

Safeguarding

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



Job Description

Mid-Day Supervisor

Reports to: SBM/Cover Supervisor

Grade: B

Job Purpose:

- To work with and supervise individuals and groups of children, under the direction/supervision of teaching/senior staff.
- To support access to dining facilities and recreational activities, inclusive of physical and general care.
- To support the school in the management of students during lunch times.

Key Responsibilities and Accountabilities

Support for Students/Parents:

- Establish good working relationships with students acting as a role model and being aware of and responding appropriately to individual needs.
- To ensure that all pupils have equal access to recreational and dining activities.
- To provide support to students, including those with special needs, ensuring their safety and access to recreational activities and dining facilities.
- To encourage students to act independently as appropriate.
- To promote inclusion and acceptance of all students in recreational and dining areas by encouraging them to interact with each other and to engage in social activities.

Support for Teachers/Colleagues:

- To support staff in managing student behaviour during recreational and dining activities in line with School Policy.
- To gather/report basic information from/to teaching staff as directed
- To report pupil behavioural issues in agreed format

Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary



change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

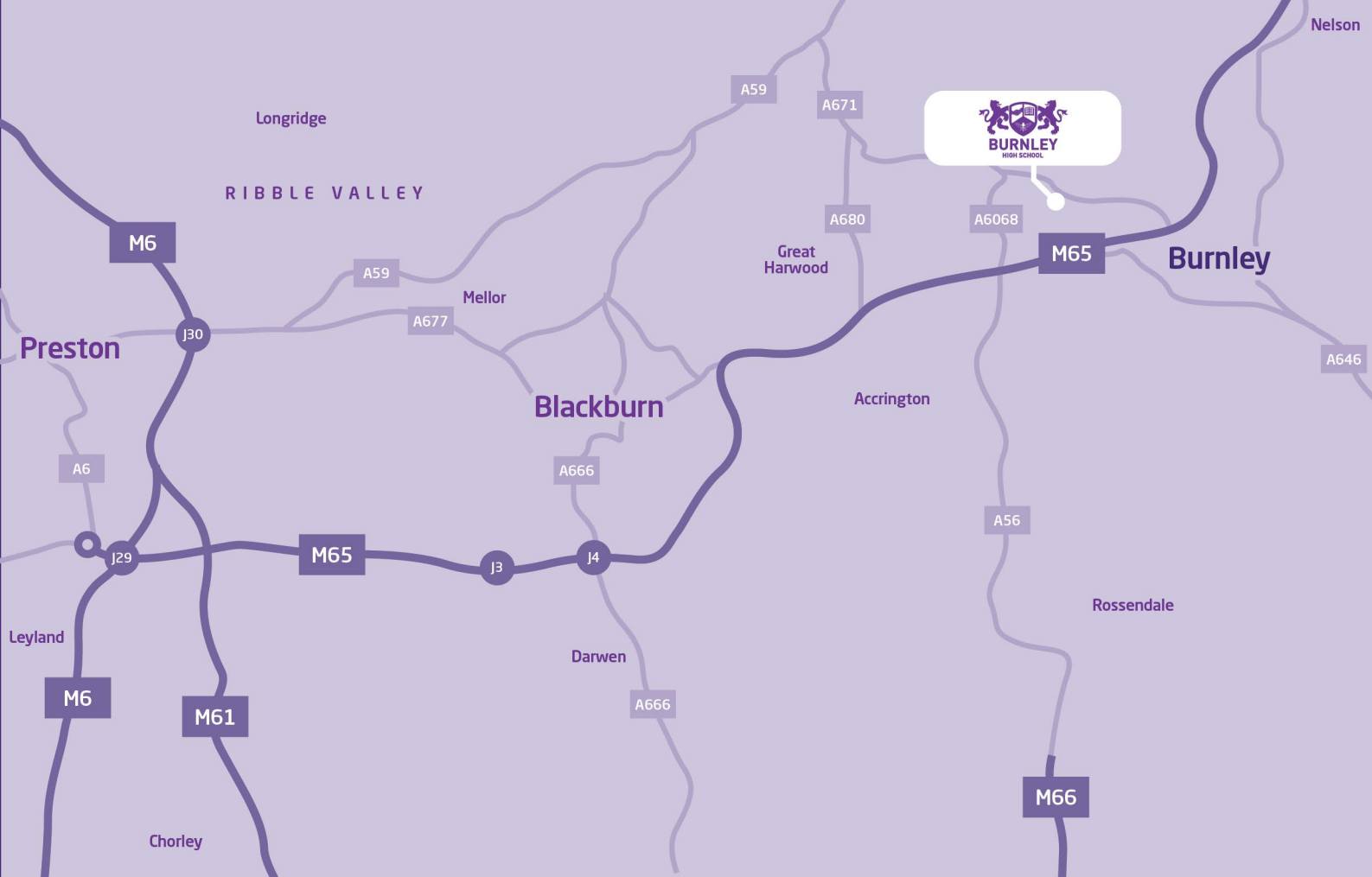
Person Specification

Mid-Day Supervisor

Reports to: SBM/Cover Supervisor

Grade: B

No	Categories	Essential / Desirable	App Form	Interview
1	Basic First Aid Training	D	✓	
2	GCSE Maths & English -A* - C or equivalent	D	✓	
3	Knowledge and understanding of how children develop, learn and play	D		✓
4	Knowledge of understanding of procedures that ensure student safety	E	✓	✓
5	Experience of working with children on a voluntary or paid basis.	E	✓	✓
6	Experience of working in a school.	D	✓	
7	Have a calm approach.	E		✓
8	Be flexible and adaptable.	E	✓	✓
9	The ability to work as part of a team and be able to respond positively to events/challenges.	E	✓	✓
10	Excellent interpersonal skills.	E	✓	✓
11	Ability to establish good working relationships with staff, students and parents.	D		✓
12	Well-motivated and work with minimum supervision	E	✓	✓
13	Willingness to undertake training and learn new skills	E	✓	
14	To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures details in the Trust's Safeguarding Policy.	E	✓	✓



Contact

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An Education Partnership Trust School