

INSPIRE

INCLUDE

INTEGRITY

EXCEED



Recruitment Pack – Midday Supervisor Rosedale Primary School



Rosedale
Primary School



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Contents

Welcome to Exceed Learning Partnership

Our Ethos

Our Vision

Our Values

Our Aims and Strategic Objectives

Our People Vision

Message for the Candidate

Job Description

Job Specification

How To Apply



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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



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

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.

Our People Strategy

Creating a sense of community, building a culture of inclusivity...

Our People Strategy sets the foundation for achieving our Trust's ambitious vision. By attracting, welcoming, engaging, developing, and retaining exceptional people, we will create outstanding learning environments where every pupil thrives. This strategy outlines our commitment to building a workforce that is highly skilled, motivated, and dedicated to the success of our pupils and our communities.

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



Why Choose Us?

- **Make a real difference:** Contribute to a dynamic and ambitious Trust that's truly making a difference in the lives of young people.
- Work with wonderful pupils, colleagues and communities who support the academy in all its aspirations
- **Professional Development:** Grow, develop and benefit from a comprehensive professional learning offer with many opportunities, including leadership training, coaching and access to the latest pedagogical approaches.
- **Collaborate and innovate:** Work alongside talented and dedicated colleagues in a culture that values teamwork, creativity and promotes innovation.
- **Feel valued and supported:** Enjoy a welcoming and inclusive environment where your wellbeing and contributions are recognised.
- **Shared Vision:** Be part of a Trust united by a common commitment to excellence, where each academy maintains its own unique identity to deliver and serve its community.
- **Supportive Leave Policies:** We offer a range of enhanced leave entitlements, including maternity, paternity, adoption and other paid time off options under our comprehensive leave of absence policy.
- **Competitive Salaries:** All our salaries are aligned with national pay scales
- **Local Government or Teachers Pension Scheme:** We offer a valuable public sector pension scheme following local government and teacher pay and conditions to help colleagues plan for their retirement.
- **Opportunities for Innovation:** Be part of a Trust that embraces new ideas and research-led teaching
- **Discount Schemes:** Access to national and local discounts on shopping, travel and leisure through the Blue Light Card.
- **Professional Development Networks:** Our extensive networks are a cornerstone of our commitment to colleague development. These vibrant communities bring together colleagues with shared passions and professional interests to inform, consult, and learn from one another. From curriculum leadership (primary and secondary) and attendance to data, business operations, safeguarding (DSL/DDSL), ECT support, literacy, raising standards, community engagement, and health and wellbeing, our networks empower our people to thrive.
- **Training & Development Opportunities:** As a Trust we offer a wide range of high-quality training, CPD opportunities, including workshops, conferences, online courses, and mentoring programs.
- **Mentoring and Coaching:** Receive support from experienced educators to help develop skills and confidence.
- **Annual Flu Vaccination:** All employees have the opportunity to receive a free annual flu vaccination.
- **Employee Workload and Wellbeing:** The Trust is committed to the health and wellbeing of all employees. Every colleague is critical to the education of our young people. We know that to make the biggest impact on employee wellbeing we need to constantly consider how we reduce workload across all our academies.
- **Great Benefits:** From health and wellness to professional development, Exceed Learning Partnership offers a diverse range of benefits to meet your needs including our Employee Assistance Programme (EAP).
- **Celebrate achievements:** As a Trust, we recognise and celebrate the accomplishments of all our colleagues.
- **Diverse & Inclusive Workplace:** An environment that values equity and belonging for all employees.
- **Be part of a community:** Join a network of academies with a shared vision and a strong sense of community, offering opportunities for collaboration and mutual support.
- Work with a highly committed and supportive Board of Trustees and Governing Board.
- Work alongside an innovative and knowledgeable Trust Executive team to support you in your journey of academy improvement
- Be part of a successful Multi Academy Trust that supports and nurtures talent, placing pupils at the heart of everything we do.
- At Exceed Learning Partnership, we have a strong culture of academy improvement, and professional development is at the heart of the Trust and all its academies. We offer the opportunity for you to gain additional qualifications and a range of professional development and learning opportunities. Our leaders have a wealth of knowledge and are highly experienced in improving outcomes for pupils.

A Message for the Candidate...

Letter from the Principal

Dear Applicant,

Thank you for your interest in the position of Midday Supervisor at Rosedale Primary School.

At Rosedale, 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.

We are a Primary School with Nursery and have 180 pupils on roll. Our age range is 3-11 years inclusive.

This is an exciting opportunity for the successful applicant to use their skills and individuality and support us in our continuing journey of improvement.

We foster a positive climate and strive for all staff to develop and pursue a successful career. In order to achieve this, we put the maximum amount of effort into creating the very best professional development opportunities. As part of Exceed, Rosedale Primary School is collaborating with outstanding Academies and leaders, which is ensuring that we move forward in our own development.

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 this position.

Kind Regards

Adela Denovan

Adela Denovan
Head of 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 and 15 minutes per week (1 hour and 15 minutes per day Monday to Friday)
Contract Type	Permanent Term Time only
Annual Salary	£23656 per annum Actual salary pro rata £3386 (pay award pending)
Primary Location	Rosedale Primary School
Responsible to	Head of School and School Business Manager

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.



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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.



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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 head teacher

Safeguarding Procedures

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.



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 take part in professional learning opportunities
- ❖ To complete all required statutory training as set by the Academy or Trust

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		✓	✓



Person Specification

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



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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@elp.org.uk

Lorraine Burton
Personnel Manager
Exceed Learning Partnership
Edlington Lane
Edlington
Doncaster
DN12 1PL

Closing Date for Applications: Friday 21st March 2025

Shortlisting for Candidates: Monday 24th March 2025

Interviews: Friday 28th March 2025

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.



INSPIRE

INCLUDE

INTEGRITY

EXCEED



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

Edlington Lane, Doncaster, South Yorkshire, DN12 1PL
T 01709 805175 | www.exceedlp.org.uk

