



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

Midday Supervisory Assistant Applefields (Based at Manor School)

Required from: As soon as possible

Closing date: 19th March 2026

Interview date: w/c 23rd March 2026



Applefields School
York

GRADE

Grade 2—£12.63 and hour

CONTRACT

Permanent—Term time only

REPORTS TO

Class Teacher

HOW TO APPLY

Completed application forms should be posted or emailed to:

Sam Willsden, School Business Manager
Applefields School
Bad Bargain Lane
Burnholme
York YO31 0LW

Email: swillsden@applefields.pmat.academy

ADDITIONAL INFORMATION

Applefields school is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.

As part of our due diligence process, an online search will be conducted on all shortlisted candidates. These checks are carried out in accordance with Keeping Children Safe in Education (KCSIE) guidance to determine suitability to work with children and young people and keep them safe.

About the school

We are a secondary school for children and young people with additional needs based in the Burnholme area of York. We have embedded classes at secondary mainstream schools in the city and post-19 provision in partnership with Askham Bryan College.

We are looking to appoint midday supervisors at our satellite provision based at Manor and Millthorpe school.

Our students are at the heart of what we do, and with them we will help them to achieve their aspirations. Our school is a rich and vibrant place and one where each young person receives an individual opportunity to learn, grow and achieve.

For more information, please visit our school website applefieldsschool.co.uk. To discuss any aspect of the role, please contact us on **01904 553900**.



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About our School



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We are a secondary school for young people with additional needs. We have embedded classes at secondary mainstream schools in the City.

Our students are at the heart of what we do, and with them we will help them to achieve their aspirations.

We want our students to 'Own their futures' and live and prosper in society.





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About our Trust

Providing an excellent education from age 2 to 19



Setting the course



Leading the way



Serving and inspiring

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,800 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching

and and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder schools



Archbishop Holgate's School
A Church of England Academy Founded 1546



Applefields School
York



Badger Hill
PRIMARY SCHOOL



Barlow CE Primary School
Part of the White Rose Federation - One family, branching out together



Burton Salmon CP School
Part of the White Rose Federation - One family, branching out together



Chapel Haddlesey CE School
Part of the White Rose Federation - One family, branching out together



Hempland
Primary School



Heworth
Church of England Primary School



Huntington
PRIMARY ACADEMY



New Earswick
Primary School



Poppleton Road
Primary School



Rufforth
Primary School
Inspire · Care · Grow



St Barnabas
CHURCH OF ENGLAND PRIMARY SCHOOL



St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall
Primary School



Welburn
COMMUNITY PRIMARY SCHOOL



Job Description

Main Purpose of Job

To supervise pupils with SEND needs during lunchtime, at Manor school, to maintain a calm environment in the dining room and provide direction and supervision of activities whilst in the playground.

Core Responsibilities, Tasks and Duties

- Supervise pupils into the hall, ensuring good behaviour and a calm atmosphere. Dealing with any inappropriate behaviour reporting incidents to a more senior staff member where appropriate.
- Ensure that pupils follow dining room rules and tidy/clear up in a satisfactory manner.
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather.
- Supervision of pupils in the playground to ensure their safety and well being. Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Participating in games. Discouraging any dangerous activities.
- Dealing with unacceptable or challenging behaviour under the guidelines in operation at school.
- To provide brief verbal reports on any issues that need following up or referring to teaching staff.

Supervision/Management of People

Post holder is required to supervise, control and report pupil's behaviour.

Creativity and Innovation

Set duties but due to the nature of the post it may require creativity for managing everyday situations and awareness of when to involve other relevant parties.

Contacts and Relationships

Interacts with pupils (supporting them or maintaining discipline), teaching staff (reporting incidents and providing information and catering staff (supporting their service and maintaining discipline in the dining room). When dealing with pupils, it may be necessary for the post holder to vary their style an approach to suit individual circumstances. Contact is always face to face.

Decisions – Discretion and consequences

Judgement and assessment of situation to decide on the best course of action.

Resources

None required.



Work Environment

Work demands

Set duties but due to the nature of the post it may require creativity for managing everyday situations and awareness of when to involve other people. There is a need for the post holder to have good levels of concentration and remain focused as situations may develop at any point. The post holder needs to have a positive outlook and the ability to use praise to encourage the children to make good choices.

Physical demands

Physical demands due to the nature of the post.

Working conditions

Where outside work is involved this can be in inclement weather.

Work context

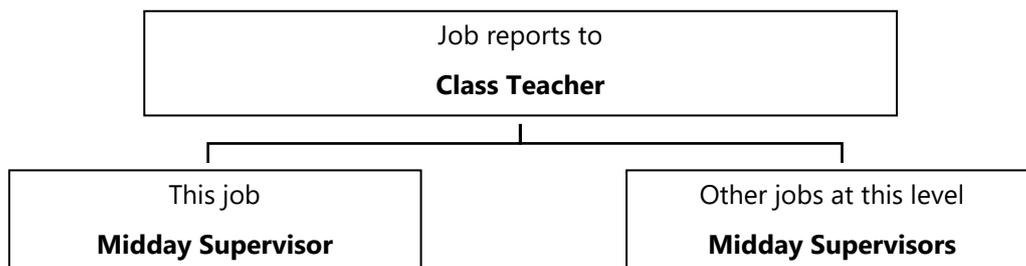
Occasionally subjected to bad language and aggressive behaviour. Work within the schools Health and Safety Guidelines and manual handling procedures, attending training as required.

Knowledge and Skills

The post holder needs to have:

- Effective communication skills.
- A caring attitude.
- Tact and sensitivity.
- Positivity and a keen desire to support and develop children's skills and enjoyment.
- Observational skills.
- An approachable style.
- Through knowledge of the school's policies, procedures and protocols.
- Ability to work effectively as part of a team and to apply given instructions.
- Ability to react calmly and quickly in an emergency.

Position of Job in Organisation Structure





Pathfinder

Multi Academy Trust

Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Teaching Staff

For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



Support Staff

Our career pathways programme for support staff aims to ensure that all colleagues are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.



Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.



Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.



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Benefits of Working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

Local Government Pension Scheme

We contribute an additional 19.9% of your salary.

Teachers' Pension Scheme

We contribute an additional 28.68% of your salary.

Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place.

Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.



TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their



worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

Free Will Writing Service

Estate planning and will writing specialists Durham McCarthy are able to offer



Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.