



Elms Bank
School & College



Temporary Part Time Midday Supervisor

Candidate Pack



Part of the
Oak 
Learning Partnership

Temporary Part Time Midday Supervisor

Welcome from the Headteacher

Dear Candidate,

Welcome to Elms Bank! Thank you for your interest in joining our amazing staff team and for taking the time to read about our wonderful school.

Elms Bank is an extraordinary place. Visitors comment on our welcoming atmosphere, happy and successful pupils and our supportive and warm staff team. Our vision is "Excellence for All", and we truly mean that; we are equally committed to both the outcomes of our learners and the professional development and wellbeing of our staff. We are very proud to have continuously maintained an Outstanding Ofsted judgement and were delighted with our latest inspection report in September 2023, which you can read on our website.

Elms Bank is a school with a real sense of community. Our students all have EHCPs and their needs vary hugely. They join one of our five, highly personalised Pathways when they come to us and receive a bespoke education that meets their needs and helps them to achieve their potential. We are incredibly proud of them and celebrate their achievements and successes widely. We use innovative and aspirational strategies to increase their resilience and confidence, to ensure their lives are enriched both now and into adulthood.

We believe that at the heart of a student's success is exceptional teaching, learning and pastoral care. We pride ourselves on our overwhelming sense of family and community, where every staff member leads with integrity and compassion to achieve 'Excellence for All'. Our students are happy and safe and love coming to school.



Temporary Part Time Midday Supervisor

Welcome from the Headteacher

We are looking for a Midday Supervisor who is enthusiastic about making a difference and helping young people with complex needs overcome their barriers to learning.

This rewarding work includes supervising pupils at lunchtime to ensure their safety, welfare and good conduct, assisting with feeding when necessary and attending to pupils' personal care requirements.

A number of our Midday Supervisors have gone on to develop their career and are now working as Teaching Assistants in the classroom. This is an ideal opportunity for applicants wishing to start a career in special education.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 766 1597** or by e-mailing **enquiries@elmsbank.oaklp.co.uk** to arrange an appointment.

We look forward to receiving your application. Please visit our school website for further information. **www.elmsbank.co.uk**


Gemma Parkes

Headteacher at Elms Bank School and College



Elms Bank
School & College





"The school and the trust have ensured that pupils' and staff's well-being lie at the heart of all they do".

Ofsted Report,
September 2023.

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Elms Bank School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk





"Pupils enjoy an abundance of rich and exciting opportunities at the school. The school includes and values every pupil. There is a 'can-do' culture where staff ensure that pupils, no matter what their special educational needs and/or disabilities are, take a full and active part in school life.

Ofsted Report,
September 2023

Temporary Part Time Midday Supervisor

Salary: Grade 3, SCP 2, actual salary £4,541 per annum

Hours: 8.75 hours per week, term time only

Closing Date: 9.00 am, Monday 14th October 2024

Job Description

Normal place of work: Elms Bank School, although you may be asked to contribute towards trust wide projects.

Normal working hours: Monday to Friday 11.35am to 1.20pm

The post is 8.75 hours per week term time only.

Please note this is a temporary position until July 2025.

Responsible to: Responsible to: Class Teacher

PURPOSE OF THE POST

- To secure the safety, welfare (including personal care) and good conduct of pupils during the mid-day break period in accordance with the practices and procedures of the trust.

DUTIES AND RESPONSIBILITIES

Principle Duties (These duties may vary according to the pupils' special needs)

- To supervise pupils whilst they use the toilets and wash their hands, wash and change pupils where necessary.
- Attend to all personal care needs following individual care plans.
- Follow appropriate moving and handling procedures for all pupils.
- Communicate with pupils using verbal and non-verbal methods e.g., signing.
- Escort pupils to and from designated areas.
- Supervise pupils when lining up on the yard and whilst queueing for dinner. Collect pupils' dinner when assistance is required.
- Supervise pupils whilst eating their dinners.
- Cut up food for children and show them how to use their cutlery, if necessary and in some cases, feed pupils on an individual basis following the pupil's lunch-time support programme.
- Encourage pupils to tidy / clean up after finishing dinner.
- Prevent pupils from taking food outside the dinner hall.
- Manage and promote positive behaviour of pupils at all times.

- Ensure pupils do not leave designated areas without permission.
- Supervise pupils in designated areas inside as required, facilitating activities for pupils in these areas (i.e., play music, read a book, use sensory equipment).
- Collect play equipment from storage areas and return at the end of dinner.
- Organise and supervise activities in the designated areas.
- Attend to and report all accidents to the class teacher.
- Report to the Engagement and Wellbeing Team or Senior Leadership Team any concerns, e.g., safeguarding or health and safety concerns.
- To work as a member of a team and to co-operate with other members of staff within the school.
- Use Team Teach de-escalation strategies in a highly effective manner.
- Use Team Teach positive handling appropriately in line with training.

Occasional

- To undertake training as and when required including Team Teach training.
- To undertake any duties of an equivalent nature appropriate to the post, as may be determined by the Headteacher.

Other

- To work flexibly to meet the changing needs of the trust.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- Attend events or meetings out of normal working hours as required.
- Undertake other tasks as reasonably requested by the Headteacher.
- Follow school ethos and values of aspiration, integrity and resilience.
- To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures.

Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

Temporary Part Time Midday Supervisor Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • Willingness to participate in relevant training and development opportunities. • Willingness to complete Team Teach Behaviour Management and Physical Intervention course, and other courses/training as required e.g., Moving and Handling training. 		
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none"> • Ability to work effectively within a team environment, understanding supervision roles and responsibilities. • Ability to build effective working relationships with all pupils and colleagues. • Ability to promote a positive ethos and role model positive attributes. • Ability to adapt own approach in accordance with pupil needs. • Ability to ensure that pupils' care needs are met with dignity and respect. • Ability to work effectively within a team environment, understanding supervision roles and responsibilities. • Ability to build effective working relationships with all pupils and colleagues. • Ability to promote a positive ethos and role model (high expectations of dignity and courtesy) when working across school to attend to pupils' care needs. • Ability to work with children at all levels regardless of specific individual needs and identify learning styles as appropriate. • Ability to adapt own approach in accordance with pupil needs. • Ability to use basic technology. 		
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
<ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and commitment to raising their educational achievements. • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners. • Demonstrate and promote the positive values, attitudes and behavior they expect from the pupils with whom they work. • Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice. • Establish constructive relationships with parents and carers if necessary. • Able to improve their own practice through training observations, evaluations and discussion with colleagues. • Able to follow written and verbal guidance to keep pupils safe e.g., physio and SALT programmes. 		

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Resilience



“The school makes sure it considers the workload and well-being of staff when it makes decisions or introduces change. Staff feel valued and well supported to carry out their roles effectively.

Ofsted Report, September
2023



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