

**BURTON  
BOROUGH  
SCHOOL**

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## Candidate Information Pack

### Lunchtime Supervisor

Post Available from: immediate

Closing Date: Open



# Welcome to Burton Borough School

Dear Candidate,

Thank you for your interest in this post at The Burton Borough School. We are an inclusive school that focusses on 'belonging' and 'thinking' and it is our firm belief that all students, no matter what their backgrounds, needs or abilities are able to succeed and reach their full potential given the right care support and guidance. We believe that all students have different gifts and we nurture these to bring out the best in each of them. Staff at Burton Borough have high expectations and the drive, commitment and passion to help young people succeed, preparing them well for the next stage of their education.



We want our students to be well-rounded and not only rely on rote so that they are able to compete with their peers not only nationally but internationally. However, in order to do this, we must model this behaviour ourselves by being lifelong learners, engaging in research, keeping abreast of new initiatives and staying at the forefront of education. We must work together in sharing best practice, reach out and help each other to develop our pedagogy to make us even stronger practitioners to help our students achieve what they are capable of. We have a fantastic CPD programme and run both the NPQML and NPQSL at Burton Borough in collaboration with Star Institute.

Mental health and wellbeing is at the top of our agenda for both students and staff and we were the first school in March 2019 to be recognised for the work that we do by Public Health England and signed the Prevention Concordat for Better Mental Health to show our commitment towards this. We were also the first school in the West Midlands to be awarded the Gold Award from the Carnegie Centre of Excellent Mental Health and an Ethical Leadership Pathfinder school.

There is a strong community feel at Burton Borough and the established smaller communities within the school ensure that our students reach their full potential. It is important to us that staff know each student and their families personally so that any potential issues are picked up quickly. In addition, we have vertical tutor groups with members from all years, which again contributes to a smaller community feel. Everybody supports one another and understands that when we work together, we instil a belief that we will achieve the best outcomes.

On top of all of this, a new modern £8 million building opened in June 2015 with the latest facilities to aid us with our teaching and learning. Due to our success, we have been asked to expand and a further £1.2 million has been invested in a new hall and extra classrooms which was completed in July 2019. Even with the increased student numbers from September 2019, we are heavily over-subscribed once again.

From the moment you walk through the doors at Burton Borough you will feel the vibrant, caring and supportive atmosphere. I look forward to meeting you if you decide that you want to join us on our exciting journey.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Carter', written over a white rectangular background.

Krissi Carter  
Principal

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# About the School

Burton Borough is a vibrant and exciting school to work in and our successes were recognised by our recent Ofsted inspection in March 2018:

- “Behaviour is good. Pupils are respectful, polite and well mannered. Relationships between pupils and staff are highly positive”
- “Pupils look smart in their new uniform, are punctual and well prepared for lessons. As a result, learning time is hardly ever wasted”
- “The prevailing culture of mutual respect prepared pupils well for life in modern Britain. Pupils work well and socialise well together, valuing and respecting others’ views”
- “The new principal is highly ambitious for the pupils. Leaders have a clear and accurate understanding of how to make the necessary improvements to pupils’ progress”
- “Safeguarding is effective”

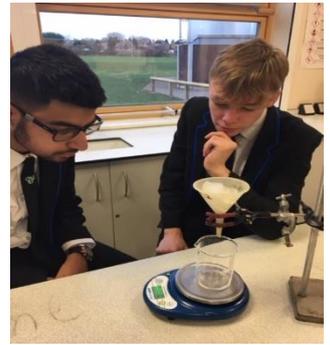
As an inclusive school, our aim is to provide an excellent education for all students, no matter what their background, needs or abilities. To achieve this, we ensure that we continually adapt our practice and engage with research. This is an exciting time to join the school if you are someone who embraces change and enjoys trying out new things. You will also be someone who views working in education as the most important job in the world, and will therefore be prepared to “go the extra mile”.

## Your Professional Learning

We are very proud of our professional development opportunities in the school. All teachers, whether you are an NQT or Senior Leader, are expected to improve their craft in the classroom and to share their expertise with their colleagues. This will include the successful applicant to this post.

Our CPD provides personalised learning opportunities to support staff to meet their appraisal objectives and to help them move on to the next stage in their teaching career, whether that is securing the foundations during their NQT year or working with staff who aspire to leadership.

All staff are engaged in their own research projects that they will be sharing with the rest of their colleagues and publishing their findings in a journal. We believe the best CPD is CPD that is bespoke and tailored to your interests and needs. Research projects this year vary from subject specific research, wellbeing and mental health and leadership and management to name a few.



## Lunchtime Supervisor

### Job Description

<b>Job Purpose</b>
To ensure good supervision of students during the lunch break to ensure their safety and welfare during this time in accordance with the practices and procedures of the school
<b>Major Tasks</b>
<ul style="list-style-type: none"><li>• Under the direction of the School Manager/Head of Student Services, to liaise with other Lunchtime supervisors to ensure that adequate supervision of all school areas is maintained at all times.</li><li>• To supervise students during their lunch and lunch break in all the relevant indoor and outdoor areas used by students.</li><li>• Manage the lunch queue into the canteen, issuing FSM vouchers where required.</li><li>• Supervision of students during the mealtime to ensure that a good atmosphere is maintained and be a strong advocate of good table manners.</li><li>• To ensure students don't drop litter and to challenge students who do</li><li>• Monitor students whilst they move out of the dining hall for the remainder of the lunch break to ensure safe play activities.</li><li>• Monitor students visiting the toilet and washing hands.</li><li>• To supervise the students at the end of the lunch break to ensure an orderly return to the class.</li><li>• To plan and oversee playground activities, quiet room and other lunchtime areas</li><li>• If the postholder is first aid trained, to support students with first aid issues and emergency situations during social times. This will include the completion of accident reports where appropriate</li><li>• Be familiar with and follow all relevant school policies and procedures, including: child protection, health and safety, equal opportunities, anti-racist, first aid and anti-bullying</li><li>• To attend monthly meetings with Lunchtime Supervisors and Senior Management to discuss any issues that may arise.</li><li>• There will be an opportunity for the postholder to train to be first aid qualified. This is not an essential requirement, but training will be offered. The postholder would then be expected to assist the school first aider with emergency situations</li></ul>
<b>Contacts &amp; Relationships</b>
<ul style="list-style-type: none"><li>• Report any concerns to the School Manager or Head of Student Services</li><li>• To interact with the students and to pass on any relevant information regarding events during the supervision period to the head or deputy head</li><li>• Ensuring the health and safety of supervised students and keeping them from playing in dangerous areas, such as the walls, off the fields or near the railings.</li></ul>
<b>Creativity</b>
<ul style="list-style-type: none"><li>• As requested by the line manager, the post holder will be required to undertake their routine duties in order to address specific requirements of the role.</li><li>• The post holder will also need to answer routine queries from the students and classroom staff as necessary.</li></ul>
<b>Decisions</b>
<ul style="list-style-type: none"><li>• Decisions of a routine nature will be made within the duties of the role but the decision making responsibility will be the responsibility of the line manager or other school staff.</li><li>• Contribute to the overall ethos/work/aims of the school</li></ul>
<b>Management &amp; Supervision</b>
<ul style="list-style-type: none"><li>• No management responsibilities</li></ul>
<b>Supervision Received</b>
<ul style="list-style-type: none"><li>• Responsible to the Principal who will delegate their Line Managers to conduct annual supervision and performance management.</li><li>• Participate in the performance management system for the appraisal of their own performance, or that of other staff.</li></ul>
<b>Complexity</b>

- To carry out the supervision of students reporting any events during the periods to the relevant line manager or school staff. T
- The post holder will be required to work as lead of the team but may occasionally be required to carry out a specific task as directed by the line manager.

### Resources

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be responsible for play equipment and monitoring the safe and appropriate play outside on the playground.
- Access to first aid equipment if appropriately trained
- The postholder may have access to sensitive and detailed information concerning a student and his or her family. It is essential that the confidentiality of the information is understood. Any breach of this confidentiality could result in the breakdown of essential good relationships between the school and the family.

### Impact

- To assist the school's management with the administration of agreed lunchtime procedures. To ensure the safety and welfare of all students while they are in the dining hall and at play.

### Physical Demands

- To maintain good general health and mobility to support students indoors and outdoors when standing, sitting or moving
- Be able to work as part of a successful, hard-working, dedicated team
- The role requires to stand or walk for the majority of the working period.
- Demonstrating the use of play equipment and games
- Assist with the cleaning of tables and mopping spillages during the lunchtime period.

### Working Environment

- The school is on one site with 4 main buildings sited alongside the sports field. The postholder will be required to work across the whole site.
- The role will require you to be outside supervising the students on the playground and the field over the lunchtime period, which may include adverse weather conditions. If the weather is wet or snowy, the role will be required to supervise students within the classrooms.
- Ensuring the dining area is clean. This may require the use of cleaning chemicals.
- If the postholder is first aid trained there may be contact with body fluids such as blood.
- Occasionally may deal with students and/or families regarding difficult or distressing matters which may result in receiving verbal abuse This would be referred through the Safeguarding channels in line with the school policy

### Emotional Context

- To be able to deal with emotionally stressful situations that may arise from working with students, families and colleagues
- To be aware of personal stress levels and alert senior staff if issues arise
- To participate in supervision activities to address any emotionally stressful experiences
- To occasionally deal with emotional / distressing information arising from unforeseen circumstances, i.e. safeguarding disclosures, illness related to children and families, this will then be forwarded to the Designated Safeguarding Lead and Safeguarding Officers. This is not a regular occurrence

### Other

- The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.
- The postholder will be expected to participate in training and other learning activities and performance development as required.
- The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

- The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

## Person Specification

Criteria	Standard
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills.</li> <li>• Training on First Aid programmes or a willingness to undertake such training as necessary (desirable)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with students in a similar role would be beneficial</li> <li>• An awareness of how to deal with students of different ages</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Have an awareness at all times of child protection issues.</li> <li>• Health and safety.</li> <li>• Have good organisational, communication and customer services skills</li> <li>• Enjoy working with young people</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• The ability to work under the instruction of a senior leader within school</li> <li>• The ability to work as part of a team but also independently if required.</li> <li>• The ability to maintain a behaviour while students collect and eat lunch.</li> <li>• The ability to be sympathetic to the individual needs of students in the school whilst supporting the school discipline system.</li> <li>• The ability to encourage students to adopt appropriate eating habits/manners</li> </ul>
<b>Personal style &amp; behaviours</b>	<ul style="list-style-type: none"> <li>• Customer focused</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener</li> <li>• Takes responsibility and accountability</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li> <li>• Is committed to the provision and improvement of quality service provision</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive</li> <li>• Has the ability to learn from experiences and challenges</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>
<b>Fluency Duty</b>	<p>This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.</p> <p>The role will need to understand with ease virtually everything heard or read, can summarise information from different spoken and written sources and can express themselves spontaneously and very fluently and precisely, differentiating finer shades of meaning even in the most complex situations"</p>

Type of criminal records checks required for this post	Ticked as required
None	

Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	x
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	



Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>



# Safeguarding



Burton Borough School fully recognises its responsibility to safeguard and promote the welfare of student and young people. We are committed to ensuring that its students have opportunity to thrive within a safe learning and working environment. Our school expects all staff and volunteers to share this commitment. Our Safeguarding Policy, which applies to all staff, Governors and volunteers working in the school, has five main elements:

1. Ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with our students
2. Raising awareness of child protection issues and equipping students with the skills they need to keep them safe
3. Implementing procedures for identifying and reporting cases, suspected cases, of abuse
4. Supporting students who have been abused in accordance with their agreed protection plan
5. Establishing a safe environment in which students can learn and develop.

The staff at Burton Borough School are aware of how they share in the school's responsibility to safeguard and promote the welfare of students and young people. Our 'Professional Code of Conduct' establishes expectations in relation to conduct towards students and all staff are issued with the strict guidelines on what are considered to be safer working practices which must be observed at all times. If any member of staff has a concern that the school's code of conduct or expected safer working practices were not being followed, and a student or students were at risk as a result, then they would be expected and supported to raise the concern under the school's adopted 'whistleblowing policy and procedure'.

Our school also operates within other policies relating to safeguarding, child protection and the welfare of students.

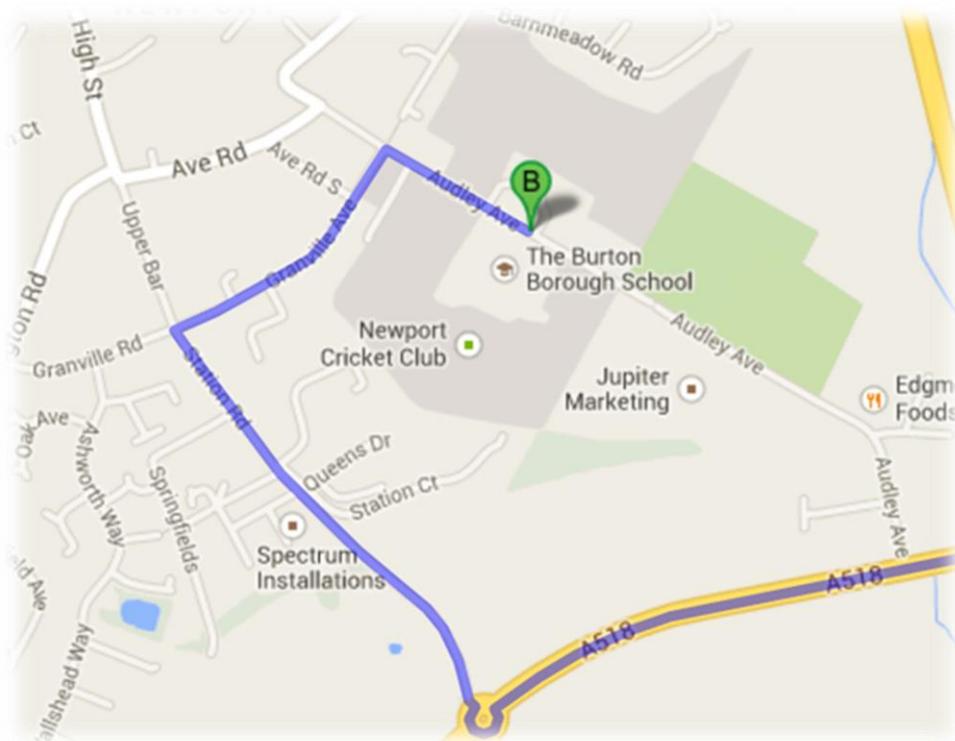
To ensure that safer practice in recruitment is reflected at every stage of the recruitment process, our school operates within a Safer Recruitment Policy. Members of the school staff and Governing Body have attended and passed training on Safer Recruitment. All successful applicants will be subject to an enhanced DBS disclosure and references will be checked. All employees of the school will receive compulsory child protection training.



# Local Information

Newport, Shropshire, is a beautiful market town in the borough of Telford and Wrekin. It is located on the Shropshire/Staffordshire border, equidistant from Shrewsbury, Stafford and Wolverhampton. We are the only comprehensive school in Newport with two single sex, selective grammar schools nearby. Despite this, our students are of high ability when compared to school nationally.

## How to find us



**From the North:** At Junction 14 (M6), take the B5026 to Eccleshall, then take the A519 following the signs for Newport

**From the South:** At Junction 12 (M6), take the A5 exit to Telford/M54, exit at Junction 3 (A41) following the signs for Newport

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FRAMEWORK FOR  
ETHICAL LEADERSHIP  
IN EDUCATION  
PATHFINDER

