



# Midday Supervisor 2 Candidate Information Pack



“Together we achieve”

# Contents

- Overview of the Academy.....6
  - Our Pupils .....7
  - Our Staff .....8
  - Facilities .....8
  - OFSTED Inspection.....8
  - Academy Achievements .....9
  - Curriculum Intent.....9
  - Academy Organisation.....9
- Application Procedure .....10
  - Application Form and Covering Letter .....10
- Post Details.....11
  - SVT – Midday Supervisor 2 Grade B Vacancy** .....12
- Sea View Trust** .....12
- Midday Supervision 2 Amended** .....12
- Blackpool Grade B**.....12
  - Summary of Terms & Conditions .....13
    - Pre-Employment Checks .....13
    - Performance Appraisal .....13
    - Staff Benefits .....13
    - Competitive Salaries .....13
    - National Terms and Conditions .....13
    - Pension Scheme .....14
    - Continual Professional Development.....14
    - Holiday .....14
    - Flexible and Family Friendly Policies.....14
    - Trust.....14
    - Staff Wellbeing .....14
    - Cycle to Work scheme .....15
    - Occupational Pay Policies .....15

The Sea View Trust  
Ewood Campus, Clod Lane, Haslingden, BB4 6LR  
Tel: 01706 214640

Chair of the Trust: Mr M Jones  
Chief Executive Officer: Ms A Y Holdsworth  
Company Secretary: Mrs F Evans



August 2024

Dear Candidate,

**WELCOME FROM THE CEO**

I am delighted that you are interested in our current Midday Supervisor 2 vacancy at Anchorsholme Primary Academy. They are now very much looking forward to appointing an enthusiastic individual to join the team at Anchorsholme Academy. The post will be to supervise pupils during lunchtime dinner service.

If you would like to know more about the post and the academy, in the first instance you are warmly invited to contact Mr Ian Clare (Business Lead) at Anchorsholme Primary Academy. In the meantime, we very much look forward to receiving your application.

Best wishes,

A handwritten signature in black ink, appearing to read 'A Holdsworth'.

Ms Angela Holdsworth MBE  
Chief Executive Officer



Dear Candidate,

**WELCOME FROM THE HEADTEACHER**

Thank you for your interest in the position of Midday Supervisor 2 at Anchorsholme Primary Academy, I am delighted that you are considering working with us.

We are looking for an enthusiastic individual, who will be an integral part of the Anchorsholme Team. You will play a significant role in ensuring the smooth delivery of our lunchtime dining experience to our pupils.

As a midday supervisor, you will be part of an experienced, supportive and innovative team that places our pupils at the centre of all that we do. We believe that working collaboratively and strategically ensures that the mental health and wellbeing of the whole school community remains a priority for us all.

You are warmly invited to visit the academy. If you would like to discuss the post, and to find out further information about Anchorsholme Academy, please do contact our business lead Ian Clare directly via e mail ([i.clare@anchorsholme.svt.org.uk](mailto:i.clare@anchorsholme.svt.org.uk)) or by contacting the school office: 01253 855215. We look forward to receiving your application

Kind regards,

Mrs J Barr

Headteacher



Anchorsholme Academy is part of The Sea View Trust, a non-profit company limited by guarantee and is registered in England and Wales under no. 08597962.  
 Registered Office Address: Ewood Campus Clod Lane, Haslingden, Rossendale, England, BB4 6LR.



## Overview of the Trust

In September 2013 (together with Devonshire School and Park Community School (Special), Anchorsholme School converted to Academy status and formed the Blackpool Multi Academy Trust (BMAT).

Revoe Learning Academy joined the Trust shortly after this as a sponsored academy, which through BMAT's guidance, moved out of special measures being judged Good by Ofsted and becoming a full trust member academy in its own right.

In November 2019, BMAT merged with the equally successful View Trust to become The Sea View Trust (SVT) which also incorporates Valley College. In addition to our thriving academies and college, a key to the success of the Trust is the Embrace Teaching School. The academies all benefit from a unique relationship that has since developed between them and the Trust is extremely proud of its Sponsor Status.

Each academy within the Multi Academy Trust (MAT) has a dedicated team to assist with the day-to-day business requirements. Our enduring aspiration is to ensure that we offer value for money and maximise the resources available for all pupils within the Trust, the most valuable resource being our dedicated and professional staff. Our central team of MAT employees will work across all the academies, supporting with performance, compliance, financial efficiencies, development, and further MAT growth.

# Overview of the Academy



## INTRODUCTION

Anchorsholme Primary School was first opened in 1967. In 2012 a major building program took place which improved the shared areas and school halls providing extensive performing arts, dance, and gymnastics facilities. Five years later in 2017, extensive work began to expand the caretaker's cottage on-site to incorporate two further classrooms and a full kitchen area.

Everyone in the school is encouraged to develop to their full academic and creative potential and to think, question, discuss and evaluate. At Anchorsholme Academy our curriculum fosters a sense of belonging and the desire for our school family to be curious, confident, communicative, and collaborative learners.

Curious – having a thirst for knowledge.

Confident – being resilient and demonstrating a growth mind-set and self-belief.

Communicative – vocabulary and interaction are the key to learning and understanding.

Collaborative – ability to work together respectfully and effectively towards a common goal.

Our intent is that children leave our school as resilient, motivated lifelong learners with high aspirations for their future.

The school caters for children between the ages of 4 and 11 years of age and there are currently approximately 615 pupils on roll.

## LOCATION

Anchorsholme Academy is situated close to the seaside town of Cleveleys to the north of Blackpool.

## Our Pupils

Pupils at Anchorsholme have access to a broad and balanced curriculum. In addition to gaining language, mathematical, scientific, technological, artistic, and physical skills, our aim is for children to build confidence, develop self-reliance, learn to make decisions, and develop the ability to express feelings and ideas.

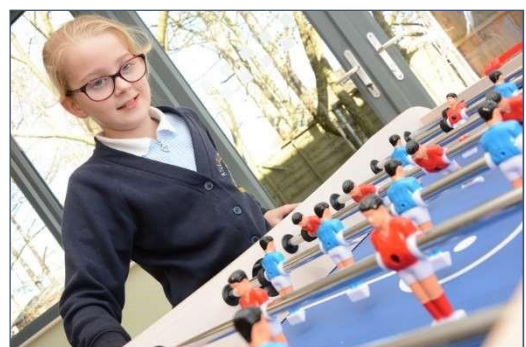
We attach great importance to the personal, social, and moral development of pupils, to enable them to build positive relationships with other pupils and adults, and to be sensitive to the feelings and needs of others. We work hard to ensure that all pupils feel good about themselves, acquiring a high level of self-esteem to promote self-confidence.



## EXTRA CURRICULAR

We are committed to providing the widest possible opportunities for our children and a wide range of extra-curricular activities are available to our pupils. All of our clubs are facilitated by staff and other volunteers offering their time on a voluntary basis. These include football, rounders, netball, badminton, cricket, drama, art club, coding, choir and computing.

Peripatetic music teachers visit the school each week to teach brass, guitar, and woodwind skills to small groups of children. Pupils in Year 3 have the opportunity to learn to play a Recorder. We also have several outside organisations who offer lessons in dance, Taekwondo, and Karate for the children before and after school.



## Our Staff

The teaching staff are organised into year group teams, led by a year group lead who is a member of the senior leadership team. Each team is supported by our teaching assistants and our pastoral staff team who all work together to support our pupils.

## Facilities

Anchorsholme has an ICT suite and extensive IT provision across the school, a Confucius classroom (through which we teach Mandarin Chinese to all our children), a music/recording studio, a green screen area for video production and a purpose-built library and many other spaces that support and extend learning.

The school has extensive grounds which include sports facilities, wildlife areas and planting and growing areas. An area of the grounds has been developed as an outside classroom and conservation area. There are extensive play and sports areas including two multi use games areas, a “mile a day track” and two football pitches.

We have two school minibuses which are used to support our academy trips and visits. All the facilities at Anchorsholme Academy are situated at ground floor level and the school has three easily accessible disabled toilets.



## OFSTED Inspection

During our last Ofsted Inspection in November 2019, Ofsted Inspectors deemed Anchorsholme to be a ‘Good School’ and confirmed that:

‘Pupils are happy and safe in Anchorsholme Academy’

‘Teachers have high expectations’

‘Pupils say that they enjoy the wide range of after-school clubs and activities’

For further information about our academy, please visit the Ofsted website to read the full report: [www.ofsted.gov.uk](http://www.ofsted.gov.uk) – ‘schools’



## Academy Achievements

Our commitment as a school is to enable pupils to identify their skills and talents and provide the opportunities and experiences for them to further develop these skills and talents. Therefore, we provide a vast range of experiences for all of our children. These include extensive sporting opportunities, a wealth of music and performing arts experiences. Through these experiences our pupils very often achieve personal and group success.

- The majority of our pupils consistently achieve at or above national expectations in all areas of the curriculum
- Our sports teams achieve high standards in many sports, with athletics and football being particular strengths of the school
- Many of our musicians have achieved regional and national success
- Our choir has been a multi award winning choir for many years
- All of our pupils learn to speak Mandarin Chinese with the opportunity of achieving the international YCT qualification
- We maintain strong links with the Royal Ballet and the Royal Shakespeare company which enable our children to access regional and national opportunities
- Our school has consistently been judged by OFSTED as being good.

## Curriculum Intent

In September 2021 we introduced Curriculum by-the-Sea which fosters a sense of belonging and a desire for our school family to be curious, confident, communicative, and collaborative learners. Our intent is that all our children leave school as resilient, motivated lifelong learners with high aspirations for their future.

Curious – having a thirst for knowledge.

Confident – being resilient and demonstrating a growth mind-set and self-belief.

Communicative – vocabulary and interaction are the key to learning and understanding.

Collaborative – ability to work together respectfully and effectively towards a common goal

Please take a look on our website for further information [here](#)

## Academy Organisation

The Academy is organised into stages of education defined by the National Curriculum:

EARLY YEARS – FOUNDATION STAGE (FS)

Reception

KEY STAGE 1 (KS1):

Years 1 & 2

KEY STAGE 2 (KS2):

Years 3 to 6

## Application Procedure

For a confidential or informal discussion about the post, you are warmly invited to contact:

Mr Ian Clare

Business Lead

Telephone: 01253 855215

Email: [i.clare@anchorsholme.svt.org.uk](mailto:i.clare@anchorsholme.svt.org.uk)

Application Form and Covering Letter

Please complete the Trust's application form, available from:

[www.anchorsholme.co.uk/vacancies](http://www.anchorsholme.co.uk/vacancies)

Email: [admin@anchorsholme.svt.org.uk](mailto:admin@anchorsholme.svt.org.uk)

Telephone: 01253 855215

Please refer to the applicant pack when completing the application form and in addition submit a letter, describing why you would be suitable for the post.

The application form and covering letter are returnable to:

Post: Mr Ian Clare – Business Lead

Anchorsholme Academy

Eastpines Drive

Thornton-Cleveleys

FY5 3RX

Email: [admin@anchorsholme.svt.org.uk](mailto:admin@anchorsholme.svt.org.uk)

Application Deadlines

Closing date: Friday 6<sup>th</sup> September 2024 12 noon

Shortlisting: Friday 6<sup>th</sup> September 2024

Interviews: Week beginning 9<sup>th</sup> September 2024 (TBC)

Prospective candidates are advised that they will be contacted with details of the interview process as soon as possible after the shortlisting process.

## Post Details

7.5 Hours per week over 5 days

Term Time only – 38 weeks per year

Salary – Scale B £22,366 - £23,114

Pro rata rate £3,313 - £3,424 + Living Wage Supplement (Actual £3,429)

## Safer Recruitment

The Sea View Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process that includes assessing candidates' suitability to work with children.

The settings within our Trust are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. All staff will be required to hold an enhanced DBS Disclosure. To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.

## Equal Opportunities

At our Trust we believe that all individuals are of equal value, and we are committed to equal opportunities for all. All people who work and study in the Trust have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

## SVT – Midday Supervisor 2 Grade B Vacancy

| Role Title  | Typically reports to |
|---|----------------------|
| <b>Sea View Trust</b><br><br><b>Midday Supervision 2 Amended</b><br><br><b>Blackpool Grade B</b>  | Business Lead        |
| Information sources   | Date of profile      |
| Agreed by School Working Party Job Evaluation Panel   | 150711               |
| Purpose of the role (job statement)   |                      |
| To work as part of a team, supervising other staff and monitoring pupils' behaviour during the midday break.  |                      |
| Responsibilities  |                      |
| <p>Key duties:</p> <ol style="list-style-type: none"> <li>1. Supervise midday assistants;</li> <li>2. Plan and organise supervision of pupils during the midday break;</li> <li>3. Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break;</li> <li>4. Report incidents / complex problems in line with school policy;</li> <li>5. Ensure adequate first aid treatment is available during the midday break;</li> <li>6. Communicate with pupils and encourage them to select and eat healthy balanced meals;</li> <li>7. Oversee and participate in dining arrangements this includes the cleaning up of spillages of food or liquid during meal service and wiping down of tables and clean dining areas between meals;</li> <li>8. Maintain confidentiality and adhere to safeguarding procedures.</li> </ol> <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> <li>1. Undertake playground supervision;</li> <li>2. Set up and run activities for pupils in playground areas;</li> <li>3. Serve food as and when required;</li> <li>4. Liaise with colleagues on how to meet any individual pupil needs (e.g. SEND);</li> <li>5. Make decisions regarding the staffing requirements during the midday break.</li> </ol> |                      |
| Indicative knowledge, skills and experience   |                      |
| <ul style="list-style-type: none"> <li>• Knowledge and skills requirements equivalent to those set out in the qualification Supporting the Wider Curriculum in schools, or equivalent experience;</li> <li>• Requires knowledge of school procedures for supervision of midday meal service and playground activities.</li> </ul>   |                      |

Please note that The Sea View Trust are a Joseph Rowntree Foundation employer.

# Summary of Terms & Conditions

## Pre-Employment Checks

All offers of employment are subject to the Trust receiving:

- Proof of identity
- Two satisfactory references
- A pre-employment medical check
- An enhanced DBS disclosure
- Evidence of relevant qualifications
- A signed Code of Conduct

All support staff posts are subject to successful completion of a 6-month probation period.

## Performance Appraisal

- The post holder will participate in the Trust's appraisal cycle
- The post holder will also contribute to performance appraisals for the staff they line manage
- Incremental payments are awarded on 1st April each year for support staff and September for teaching staff following a successful annual review
- Bonus payments are not included in the pay policy and are not awarded by the Trust

## Staff Benefits

The Sea View Trust appreciates that, in achieving its' full potential, it is the staff that make the biggest difference. Therefore, in order to attract the best talent, we offer a competitive reward and benefits package.

## Competitive Salaries

Competitive salaries are offered for both teaching and non-class-based staff, depending on the type and level of role. Pay ranges are reviewed annually and the Trust works closely with recognised Union colleagues to ensure that the pay scales reflect the national picture. Starting salaries are determined by the pay range for the role, the experience of the candidate, as well as external market conditions. The Trust is also proud to be a Living Wage Foundation employer; this helps to ensure that all our staff are treated fairly.

## National Terms and Conditions

The Sea View Trust is committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff). This commitment is reflected in an agreement between The Sea View Trust and the national Trade Unions and Professional Associations.

## Pension Scheme

All contracted members of staff will be automatically enrolled into the appropriate pension scheme (the Teachers' Pension Scheme or the Local Government Pension Scheme). Employees do not pay tax or national insurance on their contributions and the Trust adds a generous employer contribution, which varies depending on the salary. All staff are entitled to opt-out of the pension scheme should they wish to do so.

## Continual Professional Development

The Trust values the contribution of its' skilled staff team and is supportive of Continual Professional Development opportunities. Funded opportunities are upon application and subject to business need.

## Holiday

The Trust recognises the importance of a good work-life balance and provide generous holiday entitlements for support staff. This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated.

## Flexible and Family Friendly Policies

The Trust understands that employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. Our Flexible Working Policy provides an opportunity for employees to request (after a qualifying period) an arrangement such as a job share, a part-time role or flexibility with home working. Such requests will always be considered fairly, whilst taking account of the needs of the employee, the post and the needs of the Trust.

## Trust

The Trust is also very mindful of staff welfare and has policies in place to support staff, wherever possible, with leave for emergencies or for compassionate reasons.

## Staff Wellbeing

The Trust has an active Wellbeing focus and is continually considering collective opportunities for staff, together with addressing the agenda for 'workload reduction'. For individual staff, colleagues may be referred to our supportive Occupational Health services and be offered access to appropriate services (e.g. physio assessment, counselling services). All staff have access to the Employee Assistance Scheme (EAP).

The Trust and each of its settings have signed up to the DfE Education Staff Wellbeing Charter which means that we will:

1. Prioritise staff mental health
2. Give staff the support they need to take responsibility for their own and others' wellbeing
3. Give managers access to the tools and resources they need to support the wellbeing of those they line manage
4. Establish a clear communications policy
5. Give staff a voice in decision-making
6. Drive down unnecessary workload
7. Champion and enable flexible working
8. Create a good behaviour culture
9. Support staff to progress their careers
10. Protect leader wellbeing and mental health
11. Hold ourselves accountable, including by measuring staff wellbeing

## Cycle to Work scheme

The Trust's Cycle to Work scheme enables employees to purchase brand-new bicycles and cycling equipment via salary sacrifice, making tax and National Insurance savings.

## Occupational Pay Policies

Subject to qualifying periods, the Trust has both an occupational maternity pay policy and an occupational sick pay policy.