



**BUTTERSHAW BUSINESS &
ENTERPRISE COLLEGE**

Application Pack

LUNCHTIME SUPERVISOR



Head of School – Ms R Hartley
Executive Headteacher – Mrs S J Tiller (Headteacher – Immanuel College)

Buttershaw Business and Enterprise College
Reevy Road West
Bradford
West Yorkshire
BD6 3PX

tel: 01274 676285
fax: 01274 679228

email: admin@buttershaw.net
school website: www.buttershaw.net
BDAT website: www.bdat-academies.org

bdat
**Bradford Diocesan
Academies Trust**



BUTTERSHAW BUSINESS & ENTERPRISE COLLEGE

CONTENTS

About BBEC

BBEC and the Future

About BDAT

The BDAT Employee Pledge

Making your Application

Job Description

Personnel Specification



ABOUT BBEC

Buttershaw Business & Enterprise College is an ambitious, community focused academy of 1400 students serving an area of social deprivation on the southern edge of Bradford and seven miles from Leeds. It is popular locally and has been a significant shaper of the new educational landscape in Bradford. In September 2016 we became an academy within the Bradford Diocesan Academies Trust (BDAT). Within BDAT, there is an exciting opportunity to work across a variety of growing diverse schools. This could include significant career development for the right candidate.

We moved into brand new school buildings in September 2008 funded by Building Schools for the Future.

- Departments are arranged in suites of rooms around increasingly well-used breakout spaces
- All teachers have a laptop
- All classrooms are equipped with projectors and the vast majority with interactive whiteboards
- All classrooms are provided with student laptops

The school is a harmonious community and students are almost always polite, pleasant and respectful. A new behaviour policy is focused on improving attitudes to learning and we are pleased with its impact. Student experience is a strength of the school and our recent SMSC audit was very complimentary.

The school is on a trajectory of improvement; results have improved every year for four years. The key benchmark figure of English and Maths 4+ rose by 4% this year and the school achieved its best ever GCSE results.

Our partnership with BDAT is an exciting support to our strategy for further improvement in every aspect of school life. Buttershaw staff are already becoming involved in work across the Trust's four secondary schools. Our clear ambition is that Ofsted inspectors will recognise consistent excellence in provision when they next visit.

There is a cohesive and ambitious staff team who place student success at the heart of their endeavours. Many of our students face multiple challenges and it is through clarity of vision, professionalism and determined support for each other and for students that we are bringing about improvement. Whilst this job is not for the fainthearted, it offers great opportunity and a chance to make a difference to some wonderful young people.

A rigorous approach to quality assurance and a significant commitment to Continuing Professional Development are at the heart of our plans for improvement. Pedagogy is enthusiastically discussed and over recent years we have had 40 teachers who have undertaken an external project or embarked on a masters course, with 14 having experienced a middle leadership programme organised jointly with our partners at a Bradford company. External support for leadership and teaching is used, especially through our growing partnership with Immanuel College, and this will provide other opportunities for the successful candidate.

For the successful candidate, this would be an ideal time to join what is an exciting and supportive team environment. It is also a great chance to make a difference for some wonderful young people.

We look forward to hearing from you

BBEC AND THE FUTURE

The pace of educational change is rapid and we believe, at Buttershaw, that we have positioned ourselves to help shape that future, ensuring that moral purpose is at the heart of structural change and that our young people benefit significantly from the new arrangements.

THE FUTURES LEARNING PARTNERSHIP

In concert with our key primary partners, we continue to develop the Futures Learning Partnership. This is a formal partnership with our seven primary partners to ensure consistent working in three areas of importance:

- student commitment
- student skills
- student aspiration

Each school has committed to key principles and activities including, for example, the establishment of a 4-19 life plan and close co-operation in English and maths.

www.futureslearning.org

BDAT SUBJECT NETWORKS

BDAT plays an increasingly important part in the development of Buttershaw; the opportunities for CPD across the Trust are increasing, as well as opportunities for promotion. The Trust has a strong philosophy of developing its staff, and works proactively to develop its teachers through cross-school working.

Subject networks, including English, have been instrumental in enabling the four secondary schools to work together. Already important initiatives around schemes of learning and assessment have brought improvements to all schools.

ABOUT BDAT

Buttershaw Business and Enterprise College is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

GENERAL INFORMATION AND BACKGROUND

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds. BDAT is a charity governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

OUR MISSION STATEMENT

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education. In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

OUR GROWTH

As of September 2017, the Trust has academy orders to support 14 Church and non-Church academies across Bradford. This includes four secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and ten primary academies. We envisage we will continue to grow at a sustainable pace over the next few years, in line with the Government agenda that all schools will become academies by 2022, to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we truly able to know, understand and support each other.

OUR CHRISTIAN ETHOS

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

THE BDAT EMPLOYEE PLEDGE

Bradford Diocesan Academies Trust recognises that if our schools are to succeed, our teachers and school staff are our most valuable asset. As such we work hard to be an employer and the schools of choice in Bradford.

WE DO THIS BY:

- Relentlessly only recruiting the highest calibre of teachers who share our aspiration and ambitions for our pupils to succeed;
- Developing our teams by talent spotting and rewarding our next generation of leaders
- Making sure BDAT is a good place to work so that retain and grow the expertise and skills of our people. Keep reading to find out more about our our employee pledge which sets out what you can expect from us if you choose to join BDAT and what we will expect of you.

WE WILL OFFER YOU:

- Work in a values driven, student centred organisation where every child is supported to reach their academic potential and accomplish their individual goals. <http://www.bdat-academies.org/about-us/bdat-mission-statement/>
- The prospect of working for an increasingly successful and growing Trust which is committed to providing high quality education for all of its students and to be the schools of choice. www.bdat-academies.org
- A separate annual career development discussion with a senior leader resulting in a bespoke career development plan in addition to Performance Management.
- Ongoing assistance in developing your 'craft' of teaching
- Assistance with career progression both within and outside the Trust
- A competitive employees' benefit scheme <http://www.bdat-academies.org/aboutus/employee-benefit-scheme/>

WE WILL PROVIDE YOU WITH THE OPPORTUNITY TO:

- Have a week's placement in one of the BDAT schools within the first two years
- Shape the curriculum developments in an ever- changing world
- Work with like-minded subject colleagues from the other trust schools
- Shadow colleagues both within the school and across BDAT
- Support the development of teachers new to the profession or to their role
- Gain the experiences required to meet external leadership qualifications such as Specialist Leadership in Education

THE BDAT EMPLOYEE PLEDGE (continued)

IN RETURN, WE EXPECT YOU:

To Model

- The values of BDAT and your school at all times
- Professional behaviours at all times

To Be

- A consistently good teacher on a day to day basis
- Committed to ongoing professional development
- A team player and to adopt a 'can do' attitude

To

- Place safeguarding of students at the heart of the work
- Engage in constructive professional dialogue, giving and listening to feedback
- Contribute to the development of students and staff
- Meet Teachers' Standards and Trust Leadership standards as appropriate to career stage expectation

Thank you for taking the time to read this information.



CONTINUING PROFESSIONAL DEVELOPMENT AT BUTTERSHAW

At each career stage, we have a clear commitment to professional development to match the growing expectations of staff.

NQTs and RQTs receive significant support from the school, including appropriate mentors in the NQT year. All teaching staff have an agreed CPD programme and additional training is provided where necessary. Every member of staff has the right to an annual study day, often looking at good practice in another school, and there can often be contributions to the cost of further study.

Staff development needs are summarised in an individual development plan; this is the basis for decisions about, and entitlement to, CPD.

MAKING YOUR APPLICATION

We hope that having read this pack you are inspired to apply for the post.

In order to apply, please complete the BDAT application form. The application form can be downloaded from the school website www.buttershaw.net under Staff/BBEC Current Vacancies.

If you would prefer a paper copy, or would like to speak to someone about the vacancy, please contact Anna Krywyszyn at Buttershaw Business and Enterprise College on 01274 676285, or by email at alk@buttershaw.net.

Applications must be received by the closing date of 9am on Monday 23 September 2019.

JOB DESCRIPTION

POST TITLE	LUNCHTIME SUPERVISOR
Purpose	To ensure the effective supervision of students during the lunchtime period.
Responsible to	Senior Pastoral Officer
Salary and working hours	Scale 1, 8.75 hours per week term time only (£3424 - £3644 actual salary)
MAIN (CORE) DUTIES	
Lunchtime supervision	<ul style="list-style-type: none"> • Ensure that students behave in line with school expectations, particularly by recording and reporting to the pastoral team any incidents where: <ul style="list-style-type: none"> ➤ students have acted in a manner deemed dangerous to themselves or others, ➤ students have acted in an inconsiderate or discourteous manner to others, ➤ students have disobeyed school rules. • Ensure that students remain in assigned areas in line with school policy. • Supervise the collection of litter in assigned areas at the end of lunchtime. • Ensure the prompt and calm movement to lessons of all students at the end of lunchtime. • Model professional behaviour and demonstrate initiative and confidence when supervising students. • Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description and show a degree of independence when on duty. <p>If requested to undertake supervision inside:</p> <ul style="list-style-type: none"> • Ensure that students line up for lunch in an orderly fashion and supervise students in the lunch queue. • Supervise students in and around dining room areas: <ul style="list-style-type: none"> ➤ attend to any spillages on tabletops or floors using equipment made available by caterers, ➤ supervise students while they clear their tables, return trays, stack used dishes, deposit used cutlery in the containers provided. • Supervise toilet facilities used by students.
Support for the School	<ul style="list-style-type: none"> • 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 aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Support, uphold and contribute to the development of the school's equality policy and practices in respect of both employment issues and the delivery of services to the community. • Undertake duties as directed by the senior staff
The duties and responsibilities listed provide an outline of the job. You may be asked to undertake other duties.	

PERSONNEL SPECIFICATION - LUNCHTIME SUPERVISOR

	Essential	Desirable	How Identified
Lunchtime Supervision	<ul style="list-style-type: none"> • Ability to use judgment and common sense • Ability to work as part of a team • Ability to maintain professional relationships with staff and students • Ability to be assertive • Physically able to work outdoors in all weather conditions • Flexibility • Honesty • Interest in working with young people • Awareness of health and safety issues • Commitment to promoting and safeguarding the welfare of staff and students • Good verbal communication skills 	<ul style="list-style-type: none"> • Experience of working with young people age 11-16 	Application Interview
Support for the school	<ul style="list-style-type: none"> • Evidence of diligent and effective duties. • Evidence of relevant training or willingness to undertake such training • Good attendance and punctuality • Not requiring to take time off during term time 		Application Interview
Required personal qualities and attributes	<ul style="list-style-type: none"> • Wisdom, integrity, justice, compassion, ambition • A constructive approach to the management of difference • Evidence of support for the school ethos and vision • The ability to take initiative and make decisions • Good oracy skills 		Interview