



## Henlow Church of England Academy Application Pack

# Midday Supervisory Assistant



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## Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of Science Teacher at Henlow Church of England Academy. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity.

We have students on roll across Years 5 to 10 and enjoy strong links with our feeder lower schools of All Saints, Derwent, Langford, Meppershall and Raynsford. Each year students also join us from a wider range of schools including children of military personnel and families wishing to continue their links with the church. Our vibrant sense of community and 'Henlow Values' really come alive on a daily basis.

Our staff comprises of 41 teachers and 62 support staff. The Senior Management Team is substantively the Headteacher, two Deputy Headteachers, two Assistant Headteachers, the SENDCo, the Chief Finance Officer and Operations Manager

The school's commitment to learning extends to staff as well as students: there is a well-developed structure for NQTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

The school is going through an exciting period of change, transitioning from a middle to secondary school. Our first Year 11 cohort will complete their Key Stage 4 journey in the summer of 2024. To accommodate the change of age range an extensive building project has been completed. Some highlights include a large MUGA, 5 new science laboratories, a large auditorium, graphics room, textiles room, a new food technology room and computer suite. Much of the school has been altered and refurbished to provide a full GCSE curriculum.

The successful candidate should be a hardworking, energetic and motivated individual who is willing to develop their expertise, take on new challenges, embrace change and is keen to join our developing team of committed professionals.

The application form is available on our website [www.henlowacademy.co.uk](http://www.henlowacademy.co.uk) or from Mrs Janice Marshall who can be contacted via the school office, 01462 813733 or on email: [jmarshall@henlowacademy.org.uk](mailto:jmarshall@henlowacademy.org.uk)

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Marshall at the above address.

I know the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,



Caren Earp



*The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).*

## About Henlow Church of England Academy

### Academic Results — 2019

We are extremely proud of our exam results at Key Stage 2 and the progress our pupils make during their journey at Henlow Academy, with reading, writing and maths all being above the national average standard.

	% achieved expected standard		
	Henlow (provisional)	National	Local Authority (provisional)
Reading	79%	73%	71%
Writing	86%	78%	77%
Maths	85%	79%	77%
GPS (Grammar, Spelling & Punctuation)	79%	78%	N/A
Combined (Reading, Writing & Maths)	71%	65%	61%

### Ofsted

We were one of the first schools in the country to be judged according to Ofsted's new framework and in September 2019 we were judged Good overall and in all areas.

In their report the inspectors note that pupils are polite, mature and considerate towards each other, they achieve well and feel safe and happy in school. They recognised our broad curriculum and specialist teachers;

***'The school's curriculum contributes strongly to pupils' wider personal development'.  
'(they) have the knowledge and skills needed to teach a range of subjects'.***

**Ofsted September 2019**

### SIAMS

In July 2017 we were judged 'outstanding' in our SIAMS (Statutory Inspection of Anglican Methodist Schools). We are the only middle/secondary in Bedfordshire to receive this grading in a church inspection.

***'In keeping with its Christian underpinning the school knows and treats pupils as individuals, recognising and celebrating their various gifts and talents well'***

**SIAMS July 2017**

## Curriculum

The Curriculum at Henlow Church of England Academy is designed to meet the needs of all children and provide for the full range of abilities. It has been carefully constructed to ensure that students encounter a balanced and wide range of learning experiences, as well as accommodating the requirements of the National Curriculum.

### Key Stage 3

#### YEAR 7 - 9

In Key Stage 3, the learning opportunities are increased to focus on science, languages, history and geography to strengthen the foundation for future learning in KS4. In addition, students are offered a wide range of option choices which are varied in Year 7 and 8 and focused on the theme of 'community' in Year 9. In Year 7 and 8 students are taught options lessons in mixed year group classes which adds to our community feel.

### Key Stage 4

#### YEAR 10 - 11

Key Stage 4 combines compulsory study with a wide range of options to allow students to build a personalised programme suitable for their needs and ambitions. As a Church of England school with a community focus, we feel it is important for all students to study religious education at GCSE standard. In addition, students will benefit from a range of subjects they can select from.

These are the option blocks for students entering Year 10 In 2023.

Block A	Block B	Block C	Block D	Block E
Sociology	History	Health & Social Care	Business studies	PE
Drama	Art & Design	Geography	Food	Business studies
French	Psychology	Triple sci	DT	History
Computing				
RE / PE		RE / PE	RE / PE	RE / PE

*'The school's curriculum contributes strongly to students' wider personal development.'*

Ofsted September 2019

## Our Mission Statement, Vision, Aims and Objectives

### Mission Statement

“Inspiring Learning”.

### Our Vision

We seek to create a harmonious community in which the individual is valued and is given every opportunity to fulfil their potential in terms of pastoral, emotional and intellectual growth; thus enabling them to live successfully in an increasingly demanding and ever-changing world.

### Aims & Objectives

Our broad aim is to provide opportunity for self-development and self-fulfilment for the children here, to enable them to realise their full potential.

To be more specific, however, this School seeks to pass on to each new generation of children the knowledge, skills, ideas, attitudes and values which are judged necessary to make it possible to live - and live well - in our society. Societies change, however, and in our modern times they change quickly. It follows then that we need to provide not only experiences which enable children to grasp the essentials of this world as it is, but also experiences which will make them ready to fulfil themselves in a world which is likely to be different from today's.

Therefore, the School stands not only for tradition and conformity, but also for the future and a willingness to accept, and at times stimulate fresh thoughts and ideas.



*‘A caring, inclusive and nurturing learning environment, based on its Christian values, leads to good progress and attainment, to strong relationships and to the excellent behaviour of pupils.’*

SIAMS Inspection June 2017

**HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM**

## Job Description

**Post:** Midday Supervisory Assistant

**Salary/Grade Range:** NJC Scale Points 1-3 £3591.09 - £3689.30

**Hours:** 12:15pm – 1:45pm daily, term time only – 7 hours 30 mins per week

**Reporting to:** Senior Supervisory Assistant under the general direction of the Attendance/Admissions Officer.

**Liaising with:** The Headteacher and SLT of Henlow Church of England Academy, teaching and support staff, Diocese of St Albans Schools Team, parents and governors.

### **Main duties and responsibilities:**

- To set up and clear away tables and chairs in the hall and theatre.
- Supervision of pupils immediately before, during and after their midday meal including pupils who have a school meal as well as those who bring their own food.
- Supervision of pupils' entry into the dining room ensuring implementation of the rota system/early lunch passes.
- Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter. To encourage pupils to dispose of waste stack crockery/cutlery appropriately.
- Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage, etc. if required.
- Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
- Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour and Relationship Policy. Organising play/games as appropriate inside school on wet days. To record the names of pupils misbehaving or using unacceptable language and report to Senior Supervisor at the end of the shift.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.

## Person Specification

Key Criteria	Essential	Desirable	Identified By
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic standard of literacy to read instructions</li> <li>• Ability to understand instructions</li> </ul>		Application form
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Previous experience in a similar post</li> </ul>	Application form
<b>Knowledge, Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as member of a team</li> <li>• Ability to work under pressure at times</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety Regulations</li> </ul>	
<b>Motivation</b>	<ul style="list-style-type: none"> <li>• Commitment to achieving high standards of cleanliness and hygiene</li> <li>• Willingness to work additional hours when needed</li> <li>• Willingness to be flexible</li> <li>• Willingness to undertake training if required</li> </ul>		
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Ability to undertake all the physical aspects of the post.</li> <li>• Trustworthy and reliable</li> <li>• Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum)</li> </ul>		