

THE RUSHMERE
PARK ACADEMY

WHY WORK FOR THE RUSHMERE PARK ACADEMY?

ABOUT US

- At The Rushmere Academy, we put our children at the heart of everything we do, to serve our local community
- You'll be working alongside a collaborative, forward thinking, friendly and supportive team of around 50 staff
- Unparalleled CPD opportunities with The National College catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding Trust
- Fantastic children with a wonderful desire to learn
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell on 01582 211 226** or jpowell@advantageschools.co.uk

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding.

Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

STAFF TESTIMONIAL

"Working at The Rushmere Park Academy means working alongside a team of caring and committed fellow professionals.

The time and hard work that all members of staff invest into the school generates a significant impact on the progress that the children make. I have gained an immense amount pride and satisfaction thinking about the part I have played in this. I am looking forward with relish to the next chapter in the school's life as it changes into Rushmere Park Academy."

Helen Hoare – Class Teacher



OUR LEADERSHIP



Dear Applicant,

Hello and welcome to The Rushmere Park Academy from Viv Capron, Senior Deputy Headteacher and Tanya Knight, Director of Education.

We are a thriving, friendly lower school and nursery at the heart of Leighton Buzzard, welcoming children from across the town. The school boasts a generously sized site with extensive grounds and two halls.

At The Rushmere Park Academy, you will be joining a friendly, ambitious team, committed to giving our children the very best start to their education.

As an academy within Advantage Schools, our children and staff are supported to strive, achieve and believe as we work closely with families and community partners, offering a positive and nurturing environment in which to work and learn.

Kind regards,
Tanya Knight
Director of Education

Thank you for taking the time to read our information pack and finding out more about Advantage Schools.

I am very proud of our family of schools. Together we are determined to maximise educational provision in this region, ending educational disadvantage.

At Advantage Schools, we 'punch above our weight'. Despite being a medium-sized trust we have been involved in national policy. We are a delivery partner for the National Professional Qualifications, the Early Career Framework. We deliver very large amounts of bespoke training via the Advantage Schools Knowledge Exchange. We share our work with other like-minded schools and trusts, and work towards being an 'outlier' organisation

Our collaborative partnership of schools provide exceptional educational provision inside and outside of the classroom for all of our children. Our schools ensure that pupils are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Pupils enjoy their time at our academies and give back to the wider community.

I am one of the Department for Education's National Behaviour Advisors, and at Advantage Schools, we have a national reputation for excellent behaviour and a focus on strong outcomes. We take behaviour and curriculum really seriously. Our teachers must be able to teach, and pupils able to learn. Our curriculum is an entitlement for all – we do not make exceptions in our high aspirations. But our families, colleagues and trustees are hungry for more. We will, therefore, recruit a colleague who is hungry for the school and trust to be better still; who will not tolerate mediocrity; who will challenge when required and inspire regularly. This will be underpinned by substantial knowledge about education.

We expect hard work, but we support and manage workload so that you can do the job sustainably.

If you are interested in the post but are unsure whether you have the skills and expertise that would make you ready to apply, please do get in touch for an informal, honest conversation. We can arrange tours of our schools and are happy to put you in touch with relevant colleagues. We will ensure that the right candidate is fully supported with training and through our established support network.

I very much hope that we receive your application.

With best wishes, Stuart Lock





ABOUT THE RUSHMERE PARK ACADEMY

Achievement of Pupils: 'GOOD'

The school has adopted well-structured programmes for teaching reading, writing and mathematics in small groups, and this helps pupils to make good progress. Work is well tailored to their needs.

Quality of Teaching: 'GOOD'

No pupil is held back from reaching their potential, as in every group the work is sufficiently demanding for them.

Behavior and Safety of Pupils: 'GOOD'

The behaviour of pupils is good. They have positive attitudes to learning and work hard. Pupils speak with enthusiasm about their educational experiences. They are polite and considerate of one another.

Leadership and Management: 'GOOD'

Much of their success is down to rigorous checks on the quality of teaching, careful tracking of pupils' progress, and high quality training for staff. Effective action is then taken to address any issues that are identified. Teaching staff are very positive about the way their skills are developed and how they are encouraged to take on new responsibilities.



VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well- rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. Ranging from an extensive **Wellbeing package**, to free tea and coffee, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!

CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



MEDICAL

Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a wellbeing portal, full of resources and videos

INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

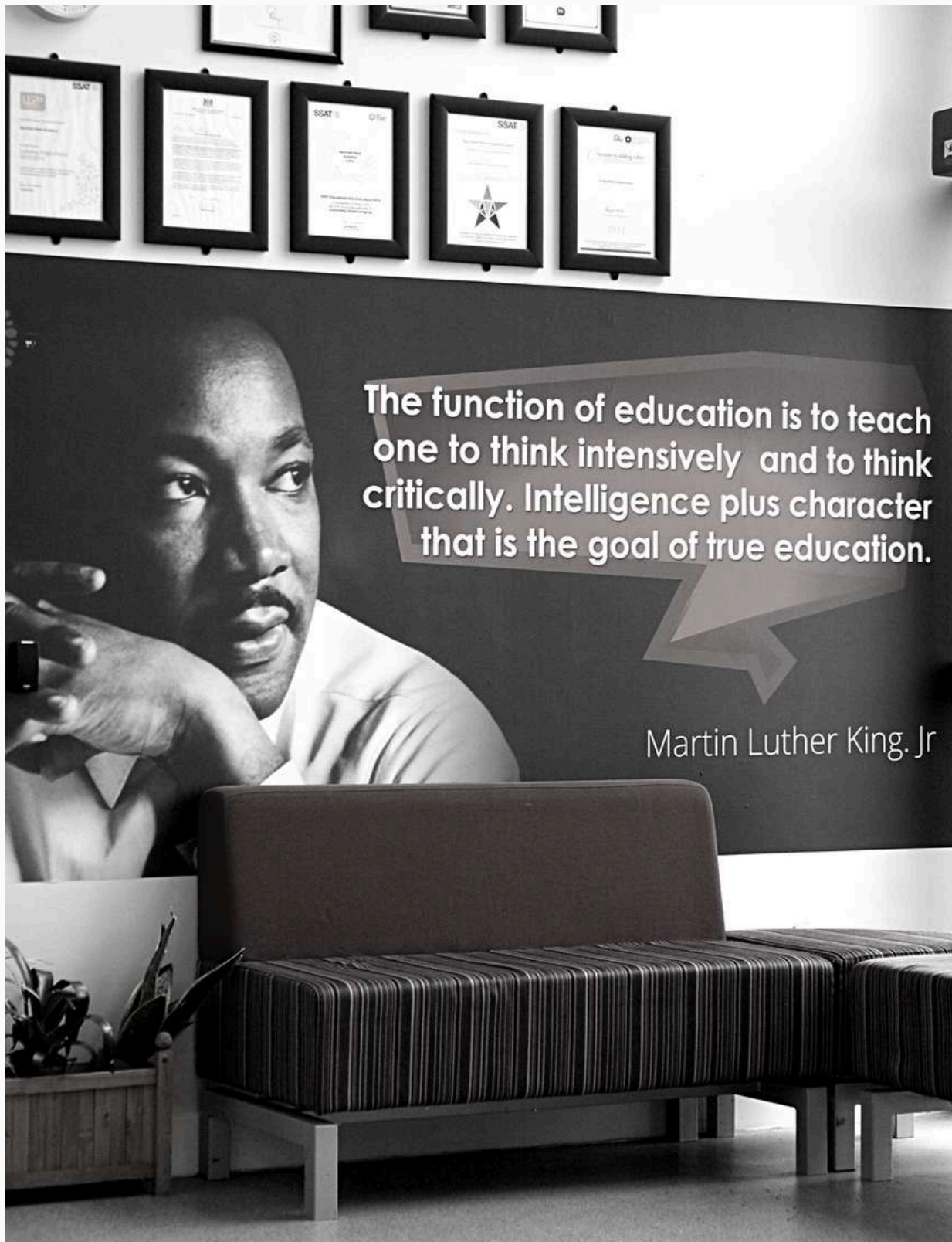
We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive



RECRUITMENT BOOKLET



The function of education is to teach one to think intensively and to think critically. Intelligence plus character that is the goal of true education.

Martin Luther King. Jr

SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Midday Supervisor

The Rushmere Park Academy are currently recruiting for a Midday Supervisor to support the Head of School, SLT and Safeguarding/Behaviour Manager during lunchtimes to ensure the smooth running of the canteen meals, packed lunches and the supervision of children at play.

We are seeking a friendly, enthusiastic and energetic team player who's passionate about supporting the pupils through active and engaging lunch times, and who will be a valuable asset to the school organisation.

If you are looking to work with children in a fun and engaging way, come and join us at The Rushmere Park Academy!

Key Duties

- Developing, planning and organising play activities for children to help them to develop socially and emotionally.
- To support and monitor pupils at play and encourage safe behaviour.
- To engage in activities and encourage children to play within lunchtimes
- To assist in the lunchtime supervision of pupils to ensure that meals are completed on time in a safe and hygienic setting
- Supporting and encouraging pupils to follow good hygiene practice and manners
- Work to academy policies to maintain a safe environment for pupils and other staff

The successful candidate will

- Have excellent communication skills and be able to liaise with all staff and children
- Be empathetic and make good working relationships with children
- Adhere to all school policies and safeguarding
- Have an understanding, knowledge and commitment to Equality and Diversity

Job Specifics

Start Date: asap

Salary: AS 1-3 £24,534 - £25,105 actual pro rata salary £5,754 - £5,888

Contract: Fixed Term until July 2026, Part-time, Term-time + INSET days, 10 hours per week, Monday – Friday 11:30am to 1:30pm

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



Job Description

VISION AND PURPOSE

MAIN DUTIES AND RESPONSIBILITIES

- To work under the direction of the Business Manager, undertaking administration, planning and resourcing activities as required.
- To maintain good order and discipline among pupils and to safeguard their health and safety, both on and off site when under the care of The Rushmere Academy
- Demonstrate a willing attitude and flexible approach to all duties and tasks
- To create learning areas in preparation for the children; plan and ensure safe and suitable activities are available including sports, arts & craft, games, etc.
- To adhere to school policies and procedures with particular reference to the school's behavior management, health and safety, and safeguarding
- To supervise children throughout the session
- To maintain a safe and secure environment and high levels of behavior
- To assist in clearing up of areas used as part of the club
- To follow school procedures for first aid administration and reporting including administration of medicines where required.
- To assist in keeping of records, including registers and monies received
- To build relationships with children and their families based on mutual respect and to communicate appropriately with parents / carers when required
- To communicate effectively with school staff as appropriate
- Provide the children with appropriate support and encouragement in the development of their social skills.
- Undertake any appropriate in-service training.

This list is by no means exhaustive, it is more of a guide of expected duties. The postholder may therefore be directed by the Business Manager to undertake any other duties commensurate within this role.



PERSON SPECIFICATION

Candidates will be assessed on the following

	ESSENTIAL SKILLS	DESIRABLE
Professional:		<ul style="list-style-type: none">• NVQ Level 2 or 3 in childcare / play work or equivalent
Experience:	<ul style="list-style-type: none">• Experience of working with children aged 2 – 9	<ul style="list-style-type: none">• Good organisational skills and observational skills
Skills, Knowledge and Aptitude:	<ul style="list-style-type: none">• Excellent communication skills – ability to communicate effectively with children and adults• Patience and resilience• Ability to resource child friendly activities• Creativity – the ability to engage children• Knowledge of how / when best to intervene in children's play and socialising to create a happy and safe environment• Team working experience and attitude• A knowledge and understanding of health and safety standards and best practice	<ul style="list-style-type: none">• First Aid qualification• Knowledge of effective strategies for behavior management with children• Good knowledge and understanding of equal opportunities and Special Educational Needs• A knowledge and understanding of the requirements of Safeguarding Children and Vulnerable Adults in the education sector as applicable to this role
Personal:	<ul style="list-style-type: none">• You will need to be passionate about all aspects of childcare and education• Bring new ideas to the role• You will need to have a caring and dynamic approach	
Demonstrate a commitment to:	<ul style="list-style-type: none">• Promoting the Academy's vision and ethos• Equal opportunities and inclusion• Safeguarding and promoting the welfare of children• Continued professional development of self and others• Working in partnership with all	



	<p>those involved in the life of the academy and particularly to developing full and active parental involvement</p> <ul style="list-style-type: none">• Further developing the role of the Academy within the wider community including other schools• Ensuring the health and safety of all of our community within the school context	
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