



Recruitment Pack

**SITE SUPERVISOR
MAY 2022**



The Halifax Academy

www.thehalifaxacademy.org



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At The Halifax Academy we have the courage to do things differently. Our ground-breaking approach to education takes children through five phases from Reception to Year 11, creating a fully integrated school journey from ages 4- 16. This is your chance to join a friendly, community- focused through school and founding Academy of the Impact Education Trust, helping us to shape the future of education.

The position of Site Supervisor offers the right candidate, an opportunity to assist the Premises Manager and the wider site team, in the day to day running of the Academy's estate. As a Site team, we epitomise the Academy's 'Heart. Mind. Connect.' values by ensuring our students and staff are surrounded by a safe and welcoming environment.

We are a high performing team with strong values, work ethic and mutual sense of purpose. We care about the little things, enjoy learning together and share unrelentingly high standards. We are incredibly proud that our school has been awarded the Investors in People Platinum Award – the only through school in the country to attain this level.

We are looking for someone who can bring something special to our school.

The Halifax Academy is a different kind of school and we are looking for people who are committed to exploring new approaches and new ways of working.

As Headteacher of our through school, I genuinely believe (and constantly remind the students) that I have the best job in the world. If you would like to be able to say that too, then this could be the role for you.

Matt Perry
Headteacher

The Halifax Academy has three key values; Heart, Mind, Connect



Heart



Creativity

Creativity is mistakes
- Grayson Perry



Self Worth

You are your best thing
- Toni Morrison



Kindness

If you find it in your heart to care for somebody else, you will have succeeded - Maya Angelou



Mind



Effort

Quality is never an accident. It is always the result of intelligent effort - John Ruskin



Understanding

Nothing in life is to be feared, it is only to be understood. Now is the time to understand more so that we may fear less - Marie Curie



Wisdom

Never mistake knowledge for wisdom. One helps you make a living, the other helps you make a life - Eleanor Roosevelt



Connect



Courage

You must never be fearful about what you are doing when it is right - Rosa Parks



Changing the World

No one is too small to make a difference - Greta Thunberg

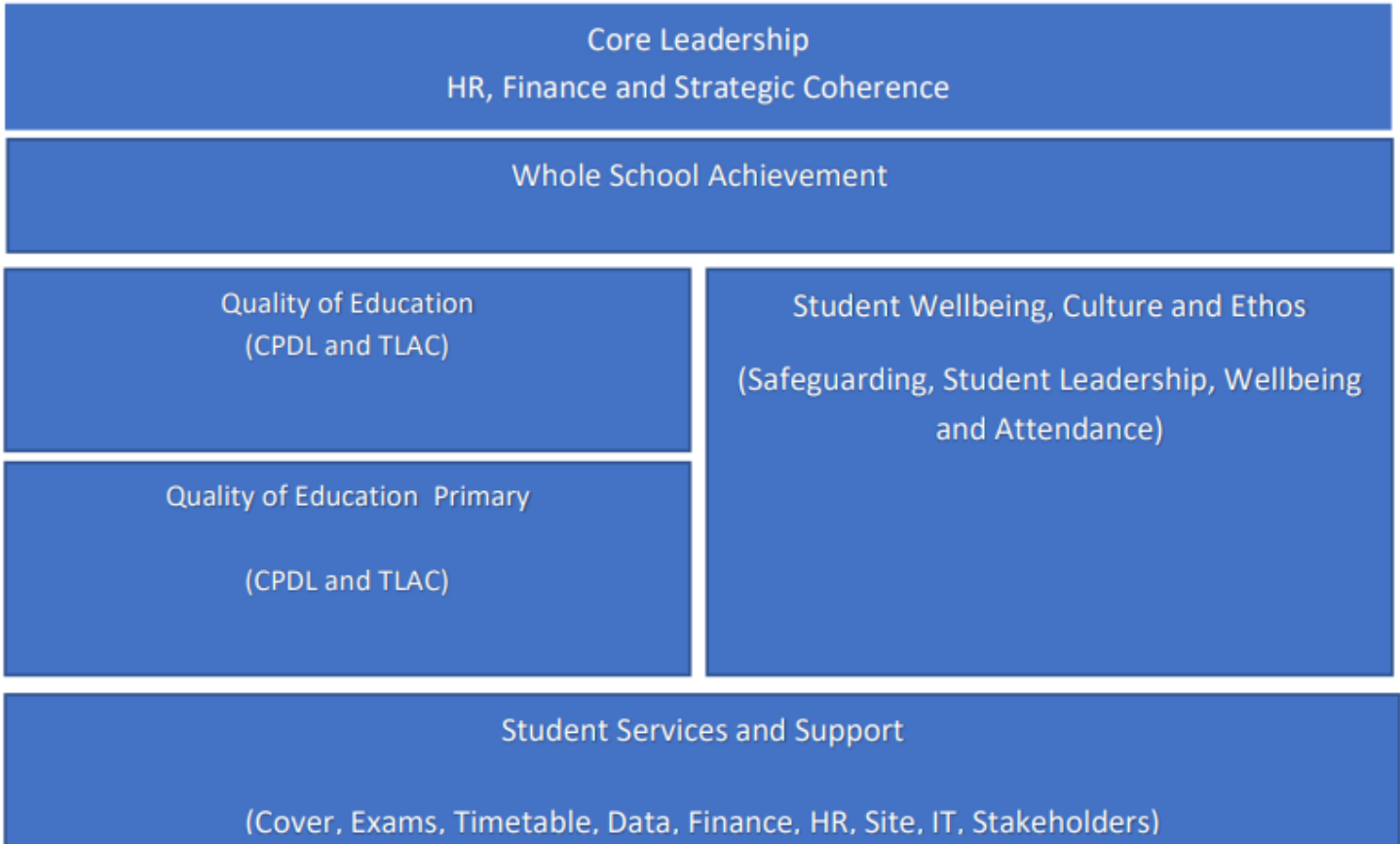


Advocacy

I raise my voice - not so I can shout, but so that those without a voice can be heard - Malala Yousafzai



Our Approach to 4 - 16 education



Humanities and Communications	STEAM	Performance	Inclusion	Primary
<ul style="list-style-type: none"> • English • Geography • History • RE • Languages • Business Studies 	<ul style="list-style-type: none"> • Science • Mathematics • Computing 	<ul style="list-style-type: none"> • Art & Design • Photography • Technology • Music • PE 	<ul style="list-style-type: none"> • Impact • Accelerator 	<ul style="list-style-type: none"> • Phase 1 • Phase 2 • Year 6



Teaching & Learning at The Halifax Academy

Voice

Talk is important at our school where pupils are encouraged to find their own voice to change the world. We teach pupils how to speak with clarity and conviction, how to listen carefully and how to take part in powerful and productive conversations. Talk infuses every aspect of our school curriculum whether that be storytelling, role play, performing or listening carefully to each other. We enable pupils to learn about what matters, and to understand how to effect real change in their school, their community and the world.

Coaching

Coaching lies at the heart of our professional development. We provide staff, across all roles, with the time and space to take part in meaningful professional conversations. The ability to reflect on what we do and how we do it, and to collaborate with our peers, drives our approach to school improvement, and in particular to classroom expertise. We know that however excellent our current approach, we can always improve.

Subject Specialism

We use every opportunity to connect students with subject specialists both inside and outside the school. The through-school approach helps us to offer students the chance to see their learning through the eyes of experts and to experience learning which has been developed and delivered by specialists.

Creativity

We are a school that loves art and see creativity as a vital tool for developing imagination, building relationships, exploring the world around us and encouraging problem solving skills. Our art curriculum has been developed by specialists and is delivered across all year groups by our highly successful team of practitioners. Pupils are supported in taking risks, giving and receiving feedback and producing beautiful outcomes.

Wellbeing

Our curriculum teaches pupils to be well in mind and body, and to build happy relationships with others within the school and wider community. We encourage students to collaborate with each other and teach emotional intelligence and empathy. We connect pupils with nature through carefully designed outdoor areas and through the use of natural learning resources throughout the curriculum. We care about staff wellbeing and work hard to make sure teachers are happy and thrive.

EXCITING

future developments

The Halifax Academy



Physical Play & Den Making Area



New Primary Library and EYFS play area coming in 2022!

Valued **Developing Staff**

At The Halifax Academy, we take staff development and wellbeing extremely seriously. We are a school made up of people who want to give pupils 'a voice to change the world.' To do this we believe in creativity with rigour; finding new approaches and different ways of thinking, implementing them with excellence, and constantly testing, reviewing and reflecting on our practice.

The ways we support staff personal and professional development are as follows:

- We offer a teacher enquiry model of professional development, that engages teachers as researchers of their own practice, using coaching as the drum beat of professional life. Teachers work in collaborative coaching trios exploring a range of themes, relevant to themselves and their pupils.
- All staff have the opportunity to take part in a Learning Enquiry to reflect on an aspect of the school's work and to make a genuine impact on policy and classroom practice.
- We make sure that teachers have the time, space and resources to learn, reflect and take risks.
- We take a long-term view of learning, not expecting quick fixes, and recognising that changing professional practice can be difficult and that it takes time to show real impact on learning.
- We check in regularly on teacher wellbeing, and are committed to the idea that you can both innovate and thrive, if challenged, nurtured and supported through a carefully managed culture of feedback. All staff have regular Valued conversations and are encouraged to shape their own professional learning. We aim to help all staff become the best professionals they can be, developing them in the round by focusing on behaviours, skills and knowledge.
- We offer a wide range of leadership opportunities and there are many opportunities for individuals to access leadership courses; the school is a partner of Best Practice Network, delivering a wide range of courses including NPQSL and NPQML.

As a leader at the Halifax Academy:

- You will join a high achieving and successful senior leadership team that works across the through school.
- You will be supported by a team of experts to develop your leadership
- You will be line managed by the Headteacher of the school and supported on a day- to -day basis by both the Headteacher and Deputy Headteacher
- You will join a culture where 'Creativity is mistakes' and will be supported to be brave and innovative in your approach
- We take time to listen and understand people and you will be part of a kind, caring and nurturing culture
- We understand that learning is messy and leadership is difficult and will be supported through the more challenging problems that school leaders face.
- You will join a team that cares deeply about children and staff who believe in and practise ethical leadership.

What we are looking for....

We are committed to the ongoing development of our staff and believe in developing leaders at all levels, in all roles. Valued, our professional learning review, is built around our values of Heart, Mind, Connect, allowing individuals to drive their own learning. Staff take ownership of their development through self-evaluation against professional standards and by using The Ethical Leadership Framework as a tool for positive behaviours. We want all colleagues to be inspired and supported to realise their full potential.

CREATIVITY

Living out our values - MIND

- We will develop our problem solving skills and resourcefulness to enable staff and students alike to challenge themselves, release their creativity and achieve to their full potential.
- We will provide opportunities to stretch individuals in order for them to take responsibility for their own learning and develop independent thought, in order to take on different and challenging roles within our school and communities.
- We will ask questions and learn from one another and develop our critical analysis skills to make sound, reason-based decisions and judgements.

• **DEFINITION** Ability to adapt to and work with a variety of situations, individuals and groups - able to think on your feet and not being disconcerted or stopped by the unexpected.

• **WHY IS IT IMPORTANT?** To respond to the different and changing demands and work across a range of activities, now and in the future. Flexibility in interpreting rules, procedures and policy to ensure the needs of both staff and students are met to maximise their contribution.

BELIEF

Living out our values - CONNECT

- We will provide clarity of vision which will enable us to develop shared goals with everyone feeling empowered to pass on their skills and knowledge to the benefit of the wider community.
- We will develop inspiring leaders with the emotional intelligence to work collaboratively with and respect people from a diverse range of cultures and backgrounds.
- We will ensure everyone is part of the team with clear roles and expectations.

• **DEFINITION** This is about encouraging, inspiring and supporting others to develop self-belief and the capability to help them realise their full potential. It involves being totally clear with others about what has to be achieved, to what standard, by when, within what budget (where appropriate), and then making their accountability for making it happen clear.

• **WHY IS IT IMPORTANT?** Leaders are responsible for ensuring their teams understand what is required and why, for providing or arranging appropriate support and coaching and delegating appropriately so that individuals are confident to take on more responsibility. It is important to ensure objectives are achieved and that everyone is doing their job to the required standard. A key part of the success of the school is managing poor performance when this is not happening.

COURAGE

Living out our values - HEART

- We will expect and value integrity and people should feel safe to speak up for what they believe and know their voice will be heard.
- We will develop a keen sense of what is right and wrong and seek to tackle injustice wherever we find it, whilst ensuring we are tolerant of different views.

• **DEFINITION** This is about having the belief in one's ability to do the job, providing opinion or judgement when necessary and being prepared to take a decisive course of action.

• **WHY IS IT IMPORTANT?** This behaviour is particularly important to those jobs where individuals are placed in challenging circumstances and where their opinion or advice may be questioned. It enables individuals to stand their ground and to work independently without constantly referring to others for advice. Individuals who demonstrate courage are prepared to take on new or different challenges in their role. Courage is about having confidence in one's knowledge and ability and the resilience to do difficult things because it is right to do them.

UNDERSTANDING

Living out our values - CONNECT

- We will develop inspiring leaders with the emotional intelligence to work collaboratively with and respect people from a diverse range of cultures and backgrounds..
- We will promote and value effective teamwork.
- We will ensure everyone is part of the team with clear roles and expectations.

• **DEFINITION** Successful teamwork is about working co-operatively to achieve shared goals. It is built on self awareness and an understanding of how you and others work within a team, the impact of behaviour and strengths and limitations.

• **WHY IS IT IMPORTANT?** Within The Halifax Academy, we must work co-operatively together, sharing best practice, breaking down barriers, and communicating fully on new initiatives and priorities. Understanding oneself enables individuals better to understand and relate to one another.



Job Description

Post Title:	Site Supervisor
Salary:	Scale 5 points 12-17
Reporting to:	Premises Manager

Core Purpose:

Maintain The Halifax Academy estates and grounds to the highest standards. Ensure a safe environment for students, staff and visitors. Contribute to the smooth running of The Halifax Academy by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including portage, cleaning and maintenance.

Main duties and responsibilities:

- Monitor any issues relating to cleaning equipment and product compliance (COSHH).
- Supervise the cleaning team and monitor the standards of cleanliness of the premises and furnishings. Manage out any staffing and performance issues to satisfy the Academy expectations.
- To act as a key holder, carrying out security procedures for the buildings and grounds, carry out the routine and non-routine opening of The Halifax Academy estate.
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Undertake risk assessments where relevant with support of the Facilities, Services & Estates Manager.
- Carrying out first line repairs and maintenance
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks
- Carrying out Academy based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Regularly set up and remove furniture e.g. exams and daily assemblies.
- Distribute and relocate equipment and incoming goods and occasional collection of miscellaneous provisions away from academy premises.
- At all times to carry out the duties in accordance with Academy based policies and Health and Safety procedures, including risk assessment.
- To work under the direction of the Facilities, Services and Estates manager but also to use own initiative to enable effective provision
- To take part in any CPD activities appropriate to the role
- To respect confidentiality using the Academy protocols for sharing information e.g. child protection information
- The postholder will be required to undertake any other professional duties as required.

Person Specification

Attributes	Essential	Desirable	How identified
Knowledge & Understanding (Including any relevant or required qualifications)	Experience of building maintenance including but not exclusively: <ul style="list-style-type: none"> •Plumbing •Painting & decorating •Woodwork •Cleaning 	Two GCSEs Grade C/4 or above	Application
	Experience of record keeping	Experience of working in an educational environment	Interview
	Full clean driving licence	H&S, COSHH and Fire Safety qualifications	References
Personal and Professional Conduct	Knowledge of Health and Safety regulations, COSHH, Risk Assessments	Knowledge of safeguarding in schools	Interview
	Experience of key holding responsibilities		Application
Working with others	Flexible with working hours and willing to work at other sites within the Trust when required		Application
	Able to work independently or as part of a team		Interview
	Adaptable and able to prioritise and react to situations and urgent needs as required		

