

# Progress Lead / Cover Supervisor

Application Pack

Start Date: 15th April 2024



**NCS CHAMPION SCHOOL**

# Welcome from the Headteacher

Thank you for your interest in the position of Progress Lead / Cover Supervisor at Team Millfield. This is an exciting opportunity to join a dynamic team of Pastoral staff who are focused on providing the best outcomes for our students. The Governors and I are looking for an enthusiastic Progress Lead / Cover Supervisor who is driven, determined and passionate about improving students' lives through high-quality pastoral support as we take Millfield on the next step of our journey to 'outstanding'.



We are a small, family school with around 880 students on roll. The school is hugely popular; some of our families have even moved to ensure they are in our catchment area, and we have been vastly oversubscribed for the last fourteen years. We have high expectations and behaviour is excellent; there is a real belief in the Team Millfield ethos.

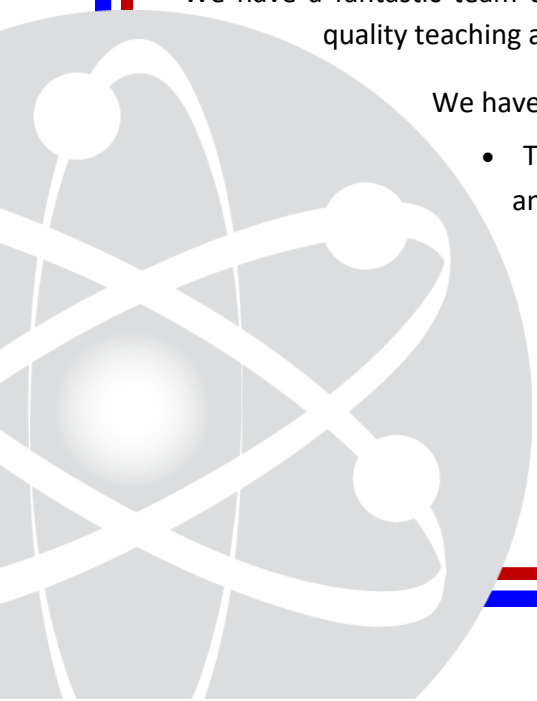
I have worked at Millfield since 2009 and was incredibly proud to have been appointed as Headteacher in September 2018. I have high expectations of students and staff and I am a firm believer in giving every student the opportunity to be the very best that they can be; background should not be a barrier to a child's success.

In July 2022, Ofsted confirmed that we are a very 'good' school and our report shows that we are on the cusp of 'outstanding'. The school has been on a journey of improvement: we introduced a new curriculum model and options process in September 2020 and in 2023 we achieved the best Progress 8 figures the school has ever had. In 2023, we won two awards for being one of the best attended schools in England and we were also accredited with a prestigious Careers Award. We strive to 'Create Bright Futures' for all our students.

We have a fantastic team ethos; staff collaborate to ensure that developing consistently high-quality teaching and learning is at the heart of everything we do.

We have three key priorities:

- Teaching and Learning: To ensure that we provide consistent stretch and challenge in every lesson.
- Teaching and Learning: Providing consistent and effective questioning, feedback and assessment, ensuring all students understand before moving learning on.
- Through our Dynamic Learning Community, embed a coaching model across the school to improve teaching practice, believing we can always reflect and improve.



## We can offer you:

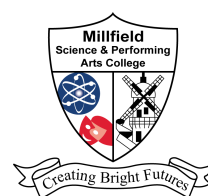
- A commitment to staff development in terms of high-quality CPL; supportive line management and appraisal;
- A supportive SLT committed to staff wellbeing and reducing workload;
- Coaching (not graded) lesson observations, coaching (not graded) book looks to help improve student outcomes;
- Staff sharing of expertise in frequent, collaborative CPL;
- An Induction Programme;
- A mentor from within your department and dedicated mentor time (for our ECTs);
- Being part of an outward-facing school;
- Recognition and retention of excellent staff through internal promotion;
- A friendly and dedicated team of experienced and supportive teachers, teaching assistants, clerical staff and pastoral staff;
- A team of staff who are committed to ensuring that children are both nurtured and educated;
- Enthusiastic students who enjoy coming to school, learning and being stretched and challenged;
- Engaged and supportive governors who want the best for our students and staff
- The opportunity to be part of the successful 'Team Millfield' as we move the school to outstanding.

If you have the skills, drive and enthusiasm to complement the Millfield vision and be part of our success, then I look forward to receiving your application.



Mrs Nicola Regan

Headteacher



# Welcome from the Governing Body

Dear Applicant/Colleague,

I would like to thank you on behalf of the Governing Body for the interest you have shown in our school and this important position that you have applied for. This is an exciting opportunity and the successful applicant will be joining a happy, successful and welcoming school.

The Governing Body is seeking to appoint a Progress Lead / Cover Supervisor who can build on current good practice, but will also bring a fresh perspective to the Pastoral team

The school has had fantastic success over the last few years, including being in the top 10% of schools nationally for attendance and in our recent Ofsted inspection in July 2022. The governors have a very simple wish for the school and that is to provide an environment that allows all students to become the very best that they can be. The majority of the governors are recruited from our parents and we all have a keen and vested interest in providing the advice and support to help the school in this desire.

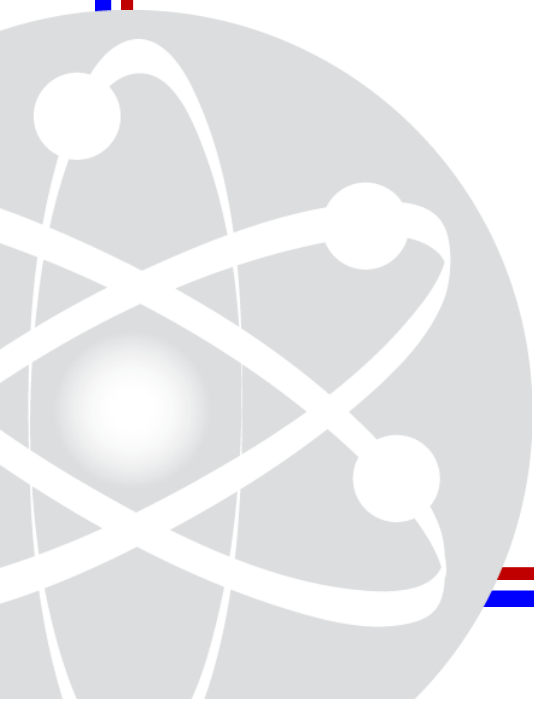
We wish you every success with your application and interview, and we look forward to working with you over the coming years.

Yours faithfully,



Mr David Slack

Chair of Governors



# Welcome from the Students

Dear Applicant,

Welcome to Millfield! Our school is a place where students feel safe and welcome. Our students are respectful and polite, as are our teachers. When students come to Millfield every morning they know how to behave and how to get the most out of their lessons. Millfield is a great environment where students transform from young children in Year 7 to mature young adults in Year 11, ready for the world.

During our time at Millfield Science and Performing Arts College, every one of us has had a chance to shine and experience things we may not have done without the school. From our breath-taking trips to New York, Italy and Paris, to our wonderful clubs, such as dance, Latin, debating society, art and the many sports and extracurricular activities: our school has so much to offer! The Year 11s who leave Millfield and go on to college always miss these fantastic opportunities. Our staff care about all students' life chances and it is vital, from a staff members' perspective, for students to have the best five years possible. Leaving school with phenomenal grades is important but so are the experiences that will last a lifetime. Here at Millfield we get both!

We believe that Millfield is a journey that everyone's driving through together. We always admire a person with a personal drive for what they want to do. As students, we would want a staff member who is ambitious, fun and hard-working. If you do come to work at Millfield, we would love you to also be a kind and warm person who students know they can smile at in the corridor. We hope that you will be joining us here at Millfield and become part of our exceptional team.

Yours faithfully,

The Senior Student Team



# Staff Testimonials

"In 2018, I began my teacher training through a school's direct course and I was lucky enough to complete half of my training year at Millfield. Half way through my training year when I saw a post advertised, I applied without a second thought because I wanted to work with like-minded people to drive education forward.

After a year of working as a teacher of Performing Arts, I was appointed as Head of Dance. Working at Millfield has enabled me to work in an environment where students are given the opportunity to thrive emotionally, socially and academically. There is nothing more rewarding than witnessing and supporting students in their development.

I am now in my third year of employment with Millfield; they have been extremely supportive and have offered me an abundance of opportunities to continue my professional development. I have felt like a valued member of 'Team Millfield' since day one. I know that Millfield will support me for the remainder of my career. I know they will continue to push me to be the best teacher I can be."

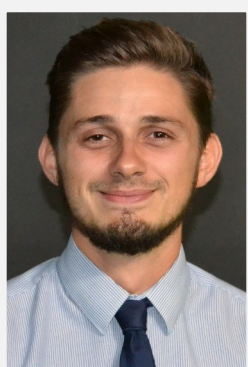
Alice Kilmartin, Head of Dance



"In 2015, I gained the position of Senior Science Technician at Team Millfield. During my first 12 months I had the opportunity to work with a committed and supportive science department, as well as the wider school. I was provided with an opportunity to gain teaching experience in the following years, with the view to undertaking the Assessment Only route into teaching. Over the years, I was given guidance, advice and training in all aspects of teaching and learning, allowing me to successfully complete the course and gain QTS.

Through the support I have received from the fantastic team at Millfield and continued CPL opportunities, I was fortunate to be appointed for the position of Head of Transition & Aspirations. I have seen my professional development progress considerably over the years and look forward to seeing what the future holds for my career at Millfield."

David Booth, Second in Science



"I joined Team Millfield in September 2022, and it has been the best decision of my career. Since the day of my interview, when I was taken on a tour of the school by the Head Boy, who spoke about Millfield with such pride and enthusiasm, I have been excited to start and join such a wonderful and collaborative team.

Throughout my first half-term of working at Millfield, the staff have been supportive and welcoming, helping me to settle and adjust to new procedures and processes. There have been regular CPL sessions with a thorough CPL programme to ensure all staff continue developing, as well as a supportive SLT who have already let me enrol on different courses to ensure I continue developing as a teacher.

As for the students, it is refreshing to be in a school where there are high expectations and a focus on consistency, allowing teaching staff to focus on teaching and ensuring all students are making progress. The students want to learn, and it has been a rewarding experience to see such progress being made within the first half-term, with students being enthusiastic about learning languages. The addition of Spanish has also generated a buzz within the department and students alike. Already I feel like a valued member of staff, and I look forward to continuing to learn and develop my career here at Team Millfield."

Christopher Hardy, Second in Modern Foreign Languages.



# Staff Testimonials



"In 2009, I was placed at Millfield as part of my PGCE course through the University of Cumbria. Fortuitously, a vacancy within the English department was advertised during this time and I was lucky enough to secure a permanent post. In the years since then, I have worked as a teacher in the English department, been promoted to third in English, Pupil Premium Coordinator, Lead Practitioner, Head of English and now, 11 years later, I'm the Assistant Head teacher in charge of English and whole school Teaching & Learning (Assessment).

As you can see, Millfield creates opportunities for its staff. This is testament to the Headteacher and SLT who listen carefully when you talk about your expectations for professional development and, in turn, create opportunities, where possible, to help and support you along your chosen pathway.

You may have read, or heard of, the expression 'Team Millfield', it's not a cliché, it's not a sales pitch and it's not merely a motto for the children to adhere to. It's at the heart of everybody who works and learns here. All the fantastic staff go above and beyond to support one another, learn from one another and share best practice with one another and it genuinely is a wonderfully enriching learning environment to be in."

Hannah Morton, Assistant Headteacher for English & Teaching & Learning (Assessment)

"I started at Millfield as Deputy Headteacher in September 2019, after having worked in other schools for 18 years. I remember visiting the school for the first time in February 2019, prior to applying for my current role, and I was truly amazed. I was greeted by a very passionate and enthusiastic Headteacher who clearly has an exceptional vision for her school and wants the absolute best for her colleagues and students – I just had to apply!

I thoroughly enjoy working at such an exceptional school where everyone feels valued and the students are really keen and eager to learn. I am really excited about the future of our school and what we will all achieve together - it is such a privilege to be part of Team Millfield!"

Bill Humphreys, Deputy Headteacher



"I first experienced teaching at Millfield through a placement in my training year and was immediately impressed by the ambition and drive of the school. I was lucky enough to secure a job here starting in September 2021 and have enjoyed every second since.

As an ECT (Early Career Teacher) at Millfield, I have a dedicated mentor as part of my induction programme who offers me one to one support. I also benefit from a reduced timetable and access to regular CPD opportunities to allow me to develop my practice.

A real highlight of the job so far has been taking on the role of a Year 7 form tutor, getting to know the students well and helping to guide them through their first year here at Millfield. I could not recommend the school more highly, and hope that you are successful in your application to join 'Team Millfield'."

Tom Yeoman, History Teacher

# Job Description

## *Pastoral Lead / Cover Supervisor*

Mentoring and Pupil Support 3 (LCC role profile).

**Hours:** Monday—Friday 37 hours a week plus 5 Inset days; term time only.

**Salary:** Grade 7 Pt 19-25 £29,777 - £33,945 fte. Pro rata actual £25,912 - £29,539

### **Purpose of the Post:**

**Progress Lead** – To work in collaboration with the Teaching Staff to provide support for Senior Pastoral Staff in dealing with behaviour/pastoral/welfare and attendance issues, overcoming barriers in support of the creation of an effective learning environment in the school, and maximising learning for each individual. To lead all aspects of year group activity within the overall educational aims of the school. To coordinate and manage a team of Form Tutors to support delivery of the above through meetings, discussions and Inset.

**Cover Supervisor** – As a Cover Supervisor you will be responsible for taking classes to cover for teacher absence for all age groups and all subjects. It is an exciting role which enables you to build positive relationships with all students in a range of environments.

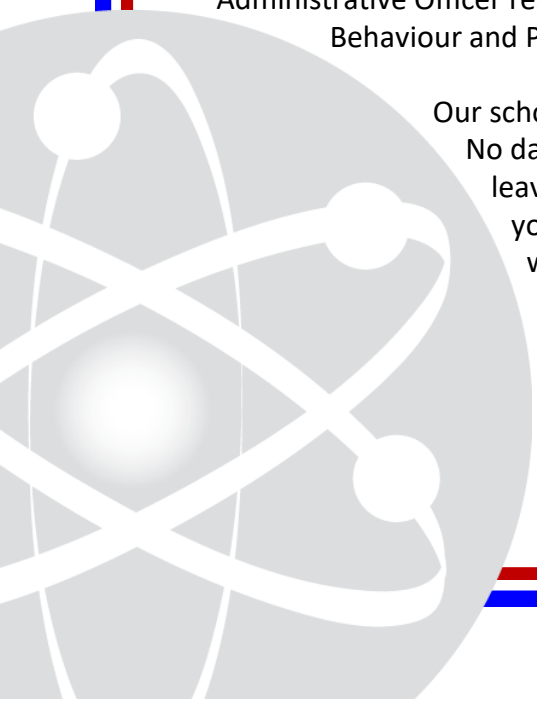
The post holder will be line managed by the Behaviour and Progress Manager and will be based in the Pupil Support Room and will work with students in their year group, but will, in addition, have roles that mean they will work with students from other years.

### **The Department:**

Thank you for your interest in joining us at Team Millfield. As a Progress Lead, you will be responsible for the pastoral care of Year 8, which is made up of approximately 178 students. Supported by our Behaviour and Progress Manager and Family Support Worker, you will be hugely influential in creating a positive learning environment where all students in your care will be able to overcome barriers to their education.

Based in a dedicated student support room, the post holder will work closely with the Administrative Officer responsible for cover on a day to day basis, and then with the Behaviour and Progress Manager for pastoral duties.

Our school motto is “**Creating Bright Futures**” and we truly believe in this. No day at Millfield is ever the same but every day is one where you can leave at the end of the day and say “I made a difference”. Hopefully you are interested in joining our dynamic pastoral team which is widely praised by Ofsted, outside agencies and our own parents for providing excellent support for all our students. If you have the skills, drive and enthusiasm to compliment the Millfield vision and be part of our success, then we look forward to receiving your application.






# Role Profile

## Accountabilities/Responsibilities

1. Contribute to the development of a whole school approach in creating and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and school life.
2. Monitor pupil attendance and implement policies to improve attendance
3. Oversee support packages for students to reintegrate them into school following periods of exclusion / absence
4. Liaise with teaching staff to provide particular support to targeted students to raise achievement and attendance and help them to overcome barriers to learning including nurture groups.
5. Manage the supervision of students excluded from or not otherwise working to a normal timetable
6. Facilitate the sharing of information between the school and external agencies and act as the point of contact for specialist support services
7. Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance and exclusion sweeps and set up resources/initiatives to help address barriers to learning
8. Support the identification of alternative provision for students with persistent absence
9. Manage the supervision of students excluded from school or following a different timetable
10. Liaise with parents / carers of excluded students to explain the reasons for exclusion and agree a way forward, including procedures for return to school
11. Provide advice and support to parents / carers including making home visits where appropriate to keep parents/carers informed and secure positive family support
12. Monitor the implementation of plans and report on progress achieved, support the re-integration of students excluded from school or following an alternative timetable.
13. Be responsible for the maintenance of all appropriate records including student's individual files and records.
14. 'On patrol' and room cover.
15. Be responsible for ensuring good behaviour by students in a particular year group.
16. To organise and manage a year group tutor system.
17. Take part in the school's performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee.
18. General admin support.

**Individuals in this role may also provide cover for the Behaviour and Progress Manager as appropriate**



**The Role Profile** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out.

**PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/ carry out different duties as required.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy


### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

### **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

### **Skills Pledge**



We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

# Person Specification

<b>Post title:</b> Year 8 Progress Lead/Cover Supervisor		<b>Grade 7</b>	
<b>Directorate:</b> Children and Young People		<b>Post number:</b>	
<b>Establishment or team:</b> Millfield Science and PA College			
<b>Requirements (based on the job description)</b>		<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b>			
GCSE English and Maths grade C or above		E	AF
Educated to at least NVQ level 3 and or A level standard		E	AF
Degree		D	AF
<b>Experience</b>			
Working with young people		E	AF/I
Working in a school/educational environment		D	AF/I
Working with outside agencies		D	AF/I
Working with children with challenging behaviour		E	AF/I
<b>Knowledge, skills and abilities</b>			
Manage a team		D	AF/I
Knowledge of outside agencies		D	AF/I
Excellent literacy skills		E	AF
Work as part of a team		E	AF/I
Work independently		E	AF/I
<b>Other (including special requirements)</b>			
Commitment to safeguarding and protecting the welfare of children and young people		E	I
Commitment to equality and diversity		E	I
Commitment to health and safety		E	I
<b>Prepared by:</b>	D Mountford/M Deaville	<b>Date:</b>	July 2021
<b>Note: We will always consider your references before confirming a job offer in writing.</b>			

***Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.***

# How to Apply

To find out more information about Millfield please look at our school website where you will find our latest prospectus and examination results.

All job details and an application form are available to view and download from the school website under the vacancies section, TES online, LCC vacancies online, or an application pack can also be posted or emailed to you by contacting Mrs. Mountford, on 01253 865929 or [dmountford@millfield.lancs.sch.uk](mailto:dmountford@millfield.lancs.sch.uk)

**The Lancashire Application Form must also be fully completed, ensuring there are no gaps in your career history.** In the references section of the application form, please clearly give details of two referees. References from employers are preferred, one of which should be your current employer. Please also include an email address for each of your referees. An excellent attendance record is essential. We will contact your current employer for attendance information if we make you a conditional offer of employment. An offer of employment will also be conditional on satisfactory medical clearance. The successful candidate will be asked to complete a confidential online medical questionnaire for submission to Occupational Health.

**Closing date for applications: Wednesday 31st January 2024**

**Interview: tbc**

## **Child Protection and Safeguarding**

At Millfield, the welfare of children is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction.

A full enhanced DBS with barred list check will be required for this post. We will arrange the check for you through an online process.

Please note that in line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates

## **GDPR and Data Protection**

The post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018.

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.



## Pastoral Department Structure

Headteacher

Assistant Headteacher :  
Pastoral

Behaviour and Progress Manager

Progress  
Lead  
Year 7

Progress  
Lead  
Year 8

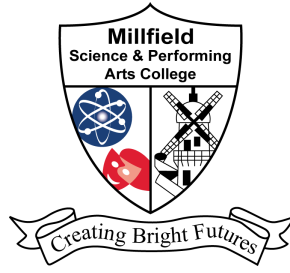
Progress  
Lead  
Year 9

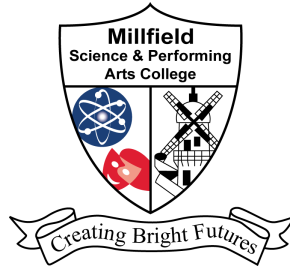
Progress  
Lead  
Year 10

Progress  
Lead  
Year 11

Learning Mentor /  
Family Support Worker

Attendance Officer







# OFSTED

*"Staff morale is high."*

*"Students are well prepared for the next stage of their education."*

*"Relationships between staff and students are positive."*

*"Teachers use questioning effectively to target pupils of different abilities and to probe and deepen students' understanding."*

*"You provide a strong vision and have developed a sense of teamwork among staff and students."*

*"My children are supported in their learning and are encouraged to reach their full potential."*

*"The curriculum is well-matched to the aspirations and interests of students, and they are increasingly successful as a result."*

*"Your ongoing focus on raising aspirations has ensured that students' outcomes have continued to improve."*

*"Students say that they feel safe and well looked after in school."*

*"Students are polite, courteous and welcoming."*

*"Students behave well in lessons, at breaktimes and around the school."*

*"Students enjoy coming to school."*



**MILLFIELD SCIENCE & PERFORMING ARTS COLLEGE**

Belvedere Road, Thornton Cleveleys, Lancashire, FY5 5DG

Telephone: 01253 865929

Website: [www.millfield.lancs.sch.uk](http://www.millfield.lancs.sch.uk)

Email: [admin@millfield.lancs.sch.uk](mailto:admin@millfield.lancs.sch.uk)

