



Applicant pack for the post of Midday Supervisory Assistant

Part time

Salary Grade 2
£23,151 pro-rata, part-time





Ralph Butterfield Primary School

Station Road, Haxby, York, YO32 3LS

Telephone: 01904 768325

www.ralphbutterfieldprimary.co.uk

Headteacher: Mrs E Clark BA (Hons) QTS

Midday Supervisory Assistant (MSA) Posts

Dear Applicant

I am delighted that you have shown an interest in applying for the post of Midday Supervisory Assistant to start as soon as possible; we would love for you to be able to come and join us. This role is Monday to Friday for a total of 6 hours 15 minutes a week, 1 hour 15 minutes per day, paid at grade 2 (£23,151) pro-rata, part-time. We welcome applications from candidates who would be looking to job share this role; candidates unable to work 5 days per week are also welcome to apply. The post is to work during school term time and training days (39 weeks of the year). Details of what the post entails can be found in the Midday Supervisory Assistant job description, below.

Ralph Butterfield Primary School is situated in the town of Haxby, on the outskirts of York. The school was named after the late Dr Ralph Butterfield, a local man and chairman of the old North Riding Education Committee, who became pro-Chancellor of the University of York. It is well positioned within the town and we enjoy spacious grounds. There are playgrounds at the front of the building and to the rear we are fortunate to have a large playing field. The school has a large, multifunctional hall from which there is access to the school kitchen; at lunchtime, this is our dining hall. Our children can enjoy school dinners cooked on our site, by catering company 'Dolce', or they can choose to bring in a pack-up.

What we have at Ralph Butterfield Primary School is really special. Our staff team is highly dedicated, very hard working and passionate about what they do, whether that is carrying out their professional roles, attending training after school or volunteering to accompany children to after school and out of hours events and activities. Everyone gets on exceptionally well and provides a highly supportive environment for each other. The children are absolutely at the heart of every decision we make and first and foremost comes our care for the wellbeing of every child. We pride ourselves on the outstanding level of care shown for each individual. All staff go to every effort to get to know each child really well, to build positive relationships with them and to ensure that individual needs are appropriately met. We work hard, with kindness, to nurture a culture in which every child develops a respect for each other, including a tolerance and appreciation of differences, and in which there is mutual respect between all children and all adults in our school community.

Our positive behaviour management procedures use restorative practices; training would be provided in this. We are looking for a self-driven midday supervisor who can help to ensure that these positive approaches are utilised as consistently at lunchtime as they are throughout the day. We would like to welcome someone who comes with fresh ideas as to how lunchtimes can be developed into an even more enjoyable time for our children. The successful candidate will be someone who can ensure that our lunchtime provision gives our children a really enjoyable, safe, positive and happy lunchtime break; children should be able to start their afternoon lessons refreshed, happy and ready to learn.

Ralph Butterfield Primary School also enjoys a reputation for motivating children to try their best and achieve the highest standard of work that they are individually capable of. The vast majority of our children leave the school having reached the nationally expected standard, with many children working above this standard.

We take our safeguarding responsibilities very seriously and work hard to ensure that every child is, and feels, safe, and has a caring and supportive environment in which to work, grow and enjoy time. Safeguarding checks will be undertaken throughout our recruitment process; additional information can be found within our safeguarding and child protection policy, which is available to view on our [school website](#).

Our school is fortunate to have a fantastic, enthusiastic board of governors, whose job it is to challenge what the school is doing and support its strategic leadership.

If you decide to apply for this post and are successful, you will be working at a fantastic school at a very exciting time of renewed innovation and drive. It is a time full of opportunities for development and improvement, building on previous success, and you would be an integral and important part of this process throughout the time that you are with us. We know that you would enjoy being part of our wonderful team of children and staff.

I look forward to receiving your application. Please see below for the person specification, job description and details on how to apply.

Yours sincerely

A handwritten signature in black ink that reads "H.C. Stephenson". The signature is written in a cursive style with a large initial 'H' and 'C'.

Mrs H Stephenson
Acting Headteacher

Person Specification

We are looking for someone who will:

- care about and support the children in our school
- take time to understand individual children's needs and meet them appropriately
- be aware of best safeguarding practice
- develop positive working relationships with all children and staff
- be self-driven
- help children to develop a good level of resilience
- be cheerful, positive, patient and calm
- follow the school's policies and procedures
- be enthusiastic about promoting positive play and enjoyable lunchtime experiences
- be innovative in developing opportunities for our children at lunchtime
- work positively and effectively as part of the team whilst also leading and managing the team
- be passionate about ensuring the school's ethos and culture is consistently upheld at lunchtime
- be willing to learn and develop professionally, taking advice and guidance from others
- be willing to contribute to the wider life of the school
- be flexible and adaptable
- use initiative and be able to see the bigger picture
- utilise good organisational skills
- have a problem solving approach
- be able to keep information confidential

In return we can offer:

- an excellent locality in which to work
- a lovely working environment
- a supportive working environment
- support and training for your professional development
- opportunities for you to be creative and embed your own ideas for improvement
- dedicated and caring staff
- friendly, enthusiastic, children
- committed and encouraging governors
- regular daytime hours
- school term time work

JOB DESCRIPTION	
DIRECTORATE: Learning, Culture & Children's Services	DEPARTMENT: Ralph Butterfield Primary School
JOB TITLE: Midday Supervisory Assistant (MSA)	POST NUMBER: E2007605
REPORTS TO: Senior Midday Supervisor (SMSA) or assigned member of staff	Current Grade Grade 2
1.	MAIN PURPOSE OF JOB To supervise, control and report the behaviour of pupils during the lunchtime break and to maintain a calm environment in the dining room. Ensure that the children have an enjoyable and positive lunchtime experience.
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:
	i. To check that the dining room is ready for lunch service. If required, prepare layout of tables in preparation for lunch including setting the tables and packing tables away after lunch.
	ii. Organise dinner queue and entrance of pupils into dining hall and from the dining hall to playground, ensuring good behaviour and a calm atmosphere. Check passes for early lunches. Dealing with any bullying/fighting/inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to Class teacher /Headteacher/Senior Midday Supervisor according to the severity of incident.
	iii. Where required, to assist with the collection of dinner money and/or the completion of records/registers of children dining.
	iv. Ensure that pupils follow dining room rules and tidy/clear up in a satisfactory manner, where appropriate reporting any inappropriate or persistent behaviour to SMSA or teacher.
	v. Supervision and control of the school entrance gate during lunch break to ensure children do not leave the playground without permission/authorisation.
	vi. Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather.
	vii. Direction of pupils to the playground and supervision of their activities and behaviour ensuring their safety and well being, providing emotional support where necessary. Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Participating in games, as appropriate. Discouraging any dangerous activities.
	viii. Dealing with unacceptable or challenging behaviour under the direction of guidelines in operation at the school. Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/SMSA.
	ix. Checking toilet areas regularly for signs of pupils' vandalism, blockages of toilets/water basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaking staff, via logbook in office.
	x. To be observant to adults around the perimeter or entering the play areas and reporting any potentially suspicious behaviour/observations.
	xi. To provide brief verbal reports on any issues that need following up or referring to teaching staff. To report to SMSA prior to leaving duty.

	xii.	Be aware of cultural differences between pupils, dealing with any incidents of racism and sexism in accordance with agreed procedures.
	xiii.	Deals with any children who become ill or suffer falls etc. by referring them to a first aider or nominated teacher. Report any concerns regarding the Health and Wellbeing of pupils to appropriate person.
3.		SUPERVISION / MANAGEMENT OF PEOPLE No staff responsibilities but the post holder is required to supervise, control and report pupils' behaviour.
4.		CREATIVITY & INNOVATION Set duties but due to the nature of the post it may require creativity for managing everyday situations and awareness of when to involve other relevant parties.
5.		CONTACTS & RELATIONSHIPS <ul style="list-style-type: none"> • Internal Interacts with pupils (supporting them or maintaining discipline), teaching staff (reporting incidents and providing information) and catering staff (supporting their service and maintaining discipline in the dining room). When dealing with pupils, it may be necessary for the post holder to vary their style and approach to suit individual circumstances. Contact is always face-to-face. • External Parents/Carers. • Confidentiality Maintaining confidentiality at all times and never discussing a pupil out of work times with any party.
6.		DECISIONS – discretion & consequences Majority of decisions require judgement and assessment of situation to decide on the best course of action. The school operates a policy of pupil sanctions and rewards that is based on restorative approaches.
7.		RESOURCES – financial & equipment <u>Description</u> Shared responsibility for care of play equipment and lunchtime furniture.
8.		WORK ENVIRONMENT – work demands, physical demands, working conditions & work context Work demands Set duties but due to the nature of the post it may require creativity for managing everyday situations and awareness of when to involve other relevant parties. Deadlines are predictable. Effective and efficient organisation to guide pupils through the dining process in a short period of time. There is a need for the post holder to have good levels of concentration and remain focused as situations may develop at any point. Physical demands Physical demands due to the nature of the post. Working conditions Where outside work is involved this can be in inclement weather. Work context Occasionally subjected to bad language and aggressive behaviour. Work within the schools Health & Safety, and Manual Handling procedures, attending training as required. Has to remain alert to child protection issues and must always act in a controlled and measured way.

9.	<p>KNOWLEDGE & SKILLS The post holder needs to have:</p> <ul style="list-style-type: none"> • Effective communication skills • A caring attitude • Tact and sensitivity • Observational skills • An approachable style • Thorough knowledge of the school’s policies, procedures and protocols • Ability to work effectively as part of a team and to apply given instructions • Ability to react calmly and quickly in an emergency.
10.	<p>Position of Job in Organisation Structure</p> <pre> graph TD A[Job reports to: Senior Midday Supervisor] --- B[THIS JOB] A --- C[Other jobs at this level: 7 posts] B --- D[Jobs reporting up to this one: None] </pre>

Applications

We do hope that you would like to apply for this post of Midday Supervisory Assistant.

You will find an application form to complete on our website at www.ralphbutterfieldprimary.co.uk where you found this pack. Alternatively, you can pick a form up from our school office.

Applications should be sent by email to Danielle.Walker@rbp.yorkschoools.net marked **MSA Application** in the subject line or returned to school in an envelope for Danielle Walker, also marked **MSA Application**.

Suitable times to be interviewed, are to be arranged with candidates.

We are committed to safeguarding and promoting the welfare of children. We have a culture of vigilance. We will require the successful applicant to undertake an enhanced criminal record check via the DBS. We will conduct an online search in relation to shortlisted candidates.

It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

We look forward to receiving your application.