



**Applicant pack for the post of
Senior Midday Supervisory Assistant
(SMSA)**

Salary

Grade 5, level 1-4
£24,629 - £25,779 (pro rata, term time only)

Hours:

8 hours 20 minutes per week

Working Pattern:

Monday – Friday
11:50 – 13:30

Contract Type:

Established



Thank you for your interest in this SMSA post – a fantastic opportunity to make a positive difference to the everyday lives of children and to lead and inspire others to do the same. We hope you enjoy learning more from this applicant pack and feel inspired to apply.

Within this pack you will find:

- Information about our school and the SMSA role
- A letter from our Headteacher
- Job Description
- Person Specification
- Application Information

Ralph Butterfield Primary School is situated in the picturesque town of Haxby, on the outskirts of York. It 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.

The school is well positioned within the town and enjoys spacious grounds. There are separate playgrounds and a new adventure play area at the front of the building and to the rear there is a large playing field. We also have a 'quiet area' at the side of the school, which we are hoping to develop further in the future.

The school has a large, multifunctional hall from which there is access to the school kitchen. At lunchtime, this is our dining hall. The school employs an external catering company to provide delicious, nutritious lunches or children may bring in a pack up from home. We are a nut free site.

You can learn all about our amazing school, including information about our nurturing and positive ethos and culture, by visiting our website <https://www.ralphbutterfieldprimary.co.uk/>

We would love our new SMSA to be someone who:

- understands the value of fun, friendship and play for children
- understands the importance of children having a positive experience at lunchtime, ready for afternoon lessons
- can nurture, inspire, challenge and motivate children
- has good communication and organisational skills
- is committed to working in partnership with staff, parents/carers and the community
- will support our school ethos and value all aspects of school life
- has a positive, happy and calm disposition

We are certain that you would enjoy working in our friendly and supportive environment, in which you would be offered every opportunity to develop your skills. Ralph Butterfield Primary School is a fantastic place to work, alongside a dedicated staff team who care passionately about always working for the benefit of our children, whatever their role in our school.



Ralph Butterfield Primary School

Station Road, Haxby, York, YO32 3LS

Telephone: 01904 768325

www.ralphbutterfieldprimary.co.uk

Headteacher: Mrs E Clark BA (Hons) QTS

Dear Applicant

Ralph Butterfield Primary School enjoys a positive reputation for motivating children to try their best and achieve the highest standard of work that they are individually capable of. However, 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 child. Within a highly supportive working environment, 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.

It is important that our new senior midday supervisor has an understanding that every child is different and that individual needs must be appropriately met; one approach does not fit every child and being flexible and adaptable is essential. Our positive behaviour management procedures are based on the pivotal approach, with restorative practices being used to resolve the vast majority of issues.

We are looking for a self-driven senior midday supervisor who can lead and motivate a team (of up to 8 Midday Supervisory Assistants) to ensure that these positive approaches are utilised as consistently at lunchtime as they are throughout the day. We would also 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 an inspirational senior midday supervisory assistant 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.

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. As a senior midday supervisory assistant, you would be expected to have an understanding of, and training in, how to keep children safe as set out in the DFE document 'Keeping Children Safe in Education'. Training will be provided. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.

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 apply for this post and are successful, you will be joining a fantastic school at a very exciting time of 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. 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 job description, our person specification and details on how to apply.

Best wishes

E Clark

Mrs E Clark
Headteacher

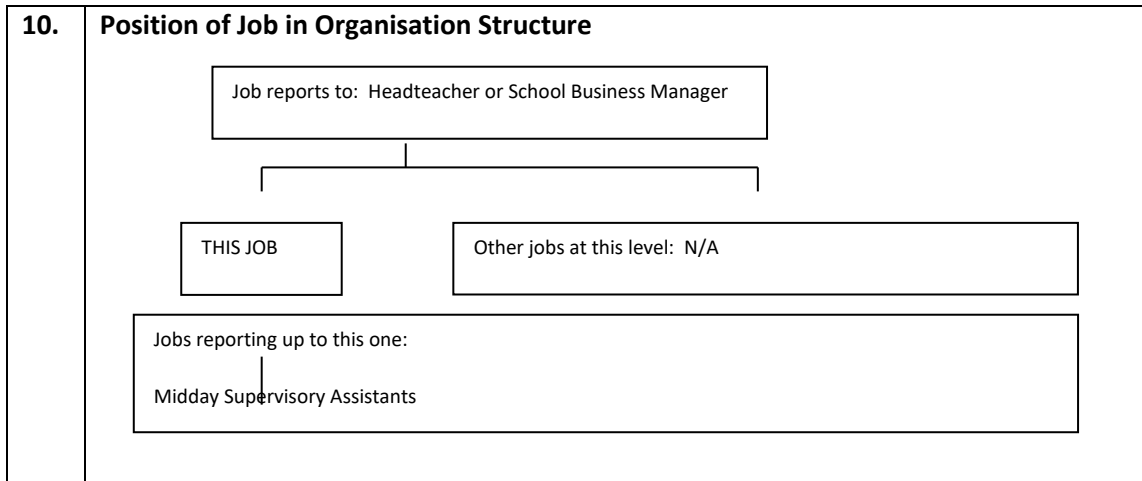
		JOB DESCRIPTION		Form JD1
JOB TITLE: Senior Midday Supervisor (SMSA)			POST NUMBER: E****600	
REPORTS TO:			Head teacher/School Business Manager	
DEPARTMENT: Schools			GRADE: 5	
JE REF:	0118	PANEL DATE:	300108	
1.	MAIN PURPOSE OF JOB			
	To supervise a team of Midday Supervisory Assistants (MSA's). Provide supervision during the lunchtime period to ensure that the children can enjoy a safe and orderly environment and allowing the teaching staff to take a break or deliver club activities			
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:			
	i.	Reports to the office to receive a briefing on any matters concerning lunch service, collects any lunch boxes brought into school after the start of day and checks pupil update folder prior to starting duties to identify any concerns regarding pupils. Disseminates information to all MSA's as necessary.		
	ii.	Allocates duties to staff so that all the team know who is covering which area throughout the shift.		
	iii.	Organise dinner queue and entrance of pupils into dining hall and from the dining hall to playground, ensuing good behaviour and a calm atmosphere. Dealing with any bullying/fighting/inappropriate behaviour that may occur by following school guidelines and policies and inform appropriate members of staff according to the severity of incident. Ensuring pupils follow dining room rules and tidy/clear up in a satisfactory manner, where appropriate reporting any inappropriate or persistent behaviour to relevant member of staff.		
	vi.	Being available in the main office area, at all times to carry out any First Aid to pupils to ensure they are treated promptly to ensure they continue to have an enjoyable lunchtime experience. (First Aid Training will be given if applicant does not have First Aid Qualification). Checking toilet areas regularly for signs of pupils causing vandalism, blockages of toilets/water basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaker via work schedule log book.		



	vii.	<p>Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation.</p> <p>Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. 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.</p> <p>Occasionally participating in games. Discouraging any dangerous activities.</p> <p>Dealing with unacceptable or challenging behaviour under the direction of guidelines in operation at the school. Reporting any incidents as necessary to the relevant staff.</p>
	viii.	<p>Report any concerns regarding the Health and Wellbeing of pupils to the appropriate person.</p>
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>Ensure staff adhere to the culture and ethos of the school so that lunchtime has the same enjoyable experience as the rest of the school day.</p> <p>Will be required to lead and supervise a team of MSA's, which is usually up to 8 staff.</p>	
4.	<p>CREATIVITY & INNOVATION</p> <p>Although the work is routine, the SMSA is required to use their initiative and creativity to decide how best to organise their own work and that of their team.</p> <p>Dealing with behavioural issues can sometimes call for innovative solutions involving aspects of mentoring or other informal support mechanisms. The SMSA will always report either formally or informally to designated person as necessary</p> <p>Ability to manage conflicting priorities.</p> <p>Most issues are governed by policies, procedures or school protocols.</p>	
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>Internal Interacts with staff. Regular contact with the Senior Management Team, Teachers and other support staff (Either internal or external).</p> <p>External Occasionally deals with pupils from other schools loitering around the school perimeter.</p>	



6.	<p>DECISIONS – discretion & consequences</p> <p>Awareness of Health and Wellbeing of pupils.</p> <p>There are times when the post holder has to use their discretion when deciding how to manage a situation – making reference to colleagues when required.</p> <p>Discretion to decide whether pupils use outdoor or indoor facilities depending on weather.</p> <p>Consequences Managing actions in accordance with school’s ethos, culture and internal policies.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands Environment often involves managing conflicting priorities and demands, this is particular so at times in the year when there is a new pupil intake.</p> <p>Physical demands Physical demands due to the nature of the post.</p> <p>Working conditions Where outside work is involved this can be in inclement weather.</p> <p>Work context Work within the schools Health & Safety, and Manual Handling procedures, attending training as required.</p> <p>Has to remain alert to child protection issues and must always act in a controlled and measured way, in line with school Staff Code of Conduct and Safeguarding Procedures.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none">• Effective communication and listening skills• A caring attitude• Tact and sensitivity• Observational skills• An approachable style• Effective supervisory skills• Thorough knowledge of the school’s policies, procedures and protocols• Ability to work effectively as part of a team and organise and delegate work.• Ability to react calmly and quickly in an emergency.• First Aid trained but training will be given if necessary.



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



Application Information

If you would like to apply for this post of Senior Midday Supervisory Assistant, you will find an application form to complete on our website at www.ralphbutterfieldprimary.co.uk.

(Please note that CV's cannot be accepted; all applications must be on the correct City of York Council application form).

Please include detailed supporting information that shares any relevant experience and expertise and takes account of the contents of this pack.

Applications should please be sent by email to Danielle.Walker@rbp.yorkschoools.net Please use subject heading 'SMSA Application'. Mrs Walker will also be able to facilitate any questions that you may have.

The closing date for applications is **Midnight on Sunday 14th July 2024** and the anticipated interview date is Tuesday 16th July 2024. This date will be confirmed when invited to attend.

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.

In line with Keeping Children Safe in Education, the school will be carrying out online searches on shortlisted candidates as part of their due diligence. Online searches will only examine data that is publicly available.