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| **Post title:** | Midday Supervisory Assistant (MSA) |
| **Grade:** | AB |
| **Responsible to:** | Head Teacher |
| **Staff managed:** | None |
| **Directorate:** | Children and Young People's Service |
| **School name:** | North Duffield |
| **Job family:** | **C&S - Care & Support** |
| **Date of issue:** | August 2023 |

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| Safeguarding Statement |
| * Required to work indoors and outdoors when supervising the children and young people to ensure their safety. * Enhanced DBS Clearance required |

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| Operational Issues: | * Work as part of a team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall. * Facilitate play opportunities and act as an ambassador for play. * Work with team members to ensure that all our children have a safe site for play. * Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch. * Assess play areas for risks daily and communicating/implementing any changes required. * Assist with putting out and packing away of play equipment/kit. * Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid. * Coordinate and communicate with the play coordinator, colleagues and the catering team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside. * Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encouraging good eating and social skills. * Clear and clean the hall during and at the end of service (e.g. spillages, assisting with waste food, trays and cutlery). Store all dining hall furniture and sweep the floor ready for use in the afternoon. * Offer care, support and advice for children during lunchtime. * Assist in the implementation of appropriate behaviour management strategies as required and report any inappropriate behaviour to the correct member of staff. * Contribute ideas and suggestions to improve the team practices and performance * Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies. * Support and uphold the school’s values system and reward pupils with verbal praise for positive attitudes and behaviours. * Attend periodic team meetings and/or training for professional development. * Assist with training new team members. * Deal with minor first aid incidents; follow appropriate procedures for recording and reporting. |
| Communications: | * Establish rapport and respectful, trusting relationships with children, young people and those caring for them. * Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner. * Communicate effectively with all staff, pupils, families and carers. * Provide support and encouragement to children and young people. |
| Safeguarding | * To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. * Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. * Be aware of own (and others’) professional boundaries. * Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. |
| Systems and information: | * Participate in the school’s performance management scheme. * Participate in training and other learning activities and performance development as required. * Attend staff meetings and training days by agreement with the Headteacher. |
| Data Protection: | * To comply with the Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |
| Health and Safety: | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * To work with colleagues and others to maintain health, safety and welfare within the working environment. |
| Equalities: | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. * Within own area of responsibility work in accordance with the aims of the Equality Policy Statement |
| Flexibility: | * North Yorkshire Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures. |
| Customer Service: | * The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. * The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. |

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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Awareness of health and hygiene issues * Experience appropriate to working with children | * Behaviour management. (This criteria may be essential for secondary or larger primary schools) * Good written and verbal communication skills. |
| Occupational Skills   * Judgemental skills * Demonstrable interpersonal skills. * Ability to work successfully in a team. * Confidentiality. * Initiative |  |
| Behaviours  [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Qualifications | * Appropriate first aid training or willingness to undertake training *(Dependent on the school’s needs - insert as appropriate)* |
| Other Requirements   * Enhanced DBS Clearance * To be committed to the school’s policies and ethos. * To be committed to Continual Professional Development. * Motivation to work with children and young people. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. * Emotional resilience in working with challenging behaviours; and attitudes to use authority and maintaining discipline. * To assist in ensuring that NYC’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery. | * Creativity |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.