



**Midday Supervisory Assistant
Barrowcliff School**

Recruitment Information Pack



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About Barrowcliff School

Welcome from the Headteacher

On behalf of the children, staff and governors, I'd like to welcome you to Barrowcliff School.

You will not be surprised to hear (like all Headteachers) that I am very proud of our school where the welfare, wellbeing and achievement of our children are firmly embedded.

We are a team who believe in the value of every child and adult who comes into our school. We want all our school family to feel valued, happy and respected, and to recognise their role in continuing to make our school the best it can be. We aim to raise standards and ensure all pupils reach their full potential in every area of school life: academic, social, personal, physical and spiritual. We maintain this within an enjoyable and challenging learning environment that is rewarding for everyone. Through our teaching, we equip children with the skills, knowledge and understanding necessary to be able to make informed choices and take appropriate risks.

We work very hard to ensure we have a strong, dedicated and passionate team of teachers, teaching assistants and support staff that are all working towards our shared mission statement. We are proud of the positive comments we regularly receive from visitors about our staff and positive learning environment and hope that as you read through our school brochure, you gain a sense of this shared vision throughout our school family. Our school has benefited from considerable investment over the years – both in terms of the learning environments and the outside space – and we are very much community driven.

We look forward to receiving your application.

**Mark Rogers,
Headteacher**

Application Process

The closing date for all applications is **5pm, Sunday 2nd October 2022.**

Interviews will be held Interviews will be held week commencing 3rd October 2022.

Completed applications must be returned to NYES.Resourcing@northyorks.gov.uk

If you do not receive confirmation of receipt of your application within one working day please Sarah Hunter - Resourcing Partner on 07816 251 271

If you think you're the person for the job, please complete the enclosed application form with your supporting statement, no more than two sides of A4, and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Informal chats with our Headteachers are welcomed. Please contact Sarah Hunter - Resourcing Partner on 07816 251 271 to organise.

We actively welcome you to contact Sarah Hunter at North Yorkshire County Council to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people on the coast.

Job Description

POST:	Midday Supervisory Assistant
GRADE:	Grade B
RESPONSIBLE TO:	Senior MSA/School Business Manager
STAFF MANAGED:	None
POST REF:	JOB FAMILY: 8
JOB PURPOSE:	To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.
JOB CONTEXT:	<p>Required to work indoors and outdoors when supervising the children and young people to ensure their safety.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break. • Assist with the removal of food and equipment once pupils have eaten their lunch. • Deal with minor first aid incidents; follow appropriate procedures for recording and reporting. • Assist in the implementation of appropriate behaviour management strategies as required • Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff. • Resolve minor disputes between pupils • Assist in the supervision of other activities during the midday break, including setting out and storing equipment

Communications	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County 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	<ul style="list-style-type: none"> • The County 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 County 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.
Date of Issue:	September 2022

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> Awareness of health and hygiene issues 	<ul style="list-style-type: none"> Behaviour management. Good written and verbal communication skills.
Experience <ul style="list-style-type: none"> Experience appropriate to working with children 	
Occupational Skills <ul style="list-style-type: none"> Judgemental skills Demonstrable interpersonal skills. Ability to work successfully in a team. Confidentiality. Initiative 	
Qualifications	<ul style="list-style-type: none"> Appropriate first aid training or willingness to undertake training
Other Requirements	
<ul style="list-style-type: none"> 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. 	

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| <ul style="list-style-type: none">• To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post | |
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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.