

Job applicant information pack

Vacancy Title:

Midday Supervisory Assistant (MDSA)

Location:

Ocklynge Junior School

Closing Date:

Midday on Friday 27th September

Welcome letter

Thank you for your interest in Ocklynge School and for considering us as your next career move.

As a member school of the South Downs Learning Trust, we are committed to providing a safe and enriching learning environment for all our learners. We pride ourselves on ensuring that all members of staff play a key role in safeguarding and promoting the welfare of children and young people.

At Ocklynge School our children are inquisitive, polite and well-behaved. They enjoy learning and relish the wider opportunities we offer, whether that be sports, Forest School or our creative arts. Ocklynge is a very happy and welcoming school with a staff team that is talented, nurturing and inspirational. We all aspire to provide the best learning experience possible. Our shared aim is to provide an outstanding education for children of all abilities. We offer a wide range of opportunities to inspire children in their learning. We want every child to achieve their own highest possible expectations and actively encourage close co-operation between home, school and the wider community.

As an MDSA, you'll play a crucial role in fostering a positive and nurturing environment for our pupils during lunchtime. Your primary responsibility will be to support the learning and personal growth of the pupils under your care, ensuring they have the opportunity to thrive and make the most of their educational experiences.

Picture this: it's lunchtime, and the school grounds are bustling with energy. Your role begins as you supervise pupils during their lunch break, both indoors and outdoors. With guidance you'll oversee activities, maintain order, and encourage positive interactions among pupils. You'll be the friendly face they turn to, providing guidance and support when needed.

In moments of challenge, you'll implement our school's discipline and behaviour policy with a balanced approach, fostering a safe and respectful environment for all.

Beyond the physical aspects of supervision, you'll also be attuned to the emotional wellbeing of our pupils. Whether it's offering a listening ear, providing reassurance, or administering basic first aid when necessary, your empathy and compassion will shine through in every interaction.

Our ideal applicant will be a communicator at heart, effortlessly connecting with children through language and active listening. Your ability to empathise with their needs and build trusting relationships sets you apart. You're committed to upholding school policies, including those related to behaviour management, health and safety, and you thrive in a collaborative environment, working effectively alongside your colleagues to support our pupils' growth.

While prior experience in a similar role is desirable, what truly matters is your passion for making a difference in the lives of children. You'll be eager to engage in ongoing training and development opportunities, always striving to expand your knowledge and skills for the benefit of those you serve.

At Ocklynge Junior School we believe in the power of education to transform lives. As a Midday Supervisory Assistant, you'll be an integral part of our mission to nurture confident, resilient, and compassionate individuals.

If you're ready to embark on this rewarding journey with us, we invite you to apply today. Share your experiences, skills, and what motivates you to join our team. Together, let's create a supportive and inspiring environment where every child can thrive.

We offer an incentive package which includes:

- A comprehensive induction programme for new staff to our academies.
- On-going investment into your career development through appropriate CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to the Bike 2 Work scheme allowing up to 42% discount on the cost of bikes and equipment.
- Full use of an employee assistance programme supporting wellbeing.
- Staffroom with complimentary tea and coffee.
- Subsidised membership of Benenden Healthcare (affordable alternative to private health insurance).
- On-site parking.
- Free Breakfast Club *or* After School Club place for trust staff children at Ocklynge Junior School.

We look forward to receiving your application and learning how you can contribute to the success of our school community.

A handwritten signature in black ink, appearing to read 'Paul Reilly', with a stylized flourish extending upwards and to the right.

Paul Reilly
Headteacher

How to apply

To apply for this position, please access the application form via [Vacancies - Ocklynge Junior School](#) or for those using the TES or Gov.UK platforms to apply, you may also use the forms available there. **Please note that we do not accept CVs and your application will not be considered unless submitted using one of the forms detailed above.**

Once completed, send the form to Lorraine Barrow, Trust Executive Assistant, at lbarrow@ratton.co.uk before the specified closing time.

As part of our safer recruitment process, the successful candidate will be subject to the following **pre-appointment checks**:

- **Right to Work:** All applicants must have the Right to Work in the UK to be eligible for the role.
- **Safer Recruitment:** As part of our safer recruitment process, references will be requested prior to the interview stage, and an enhanced Disclosure and Barring Service (DBS) check will be required.
- **Due Diligence:** In line with statutory safeguarding guidance from **Keeping Children Safe in Education (KCSIE)**, an **online search** will be conducted on shortlisted candidates as part of the recruitment process. This is to identify any publicly available information that may indicate a safeguarding or suitability concern.
- **Rehabilitation of Offenders:** The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must disclose all spent and unspent convictions (other than those which are 'protected') and be aware that safeguarding checks will be undertaken as part of the recruitment process.

Early application is encouraged as we reserve the right to consider applications on receipt and to appoint before the deadline.

Terms of employment	
Grade	LPSSS Grade 2, point 4 pro rata (£22,366) pro rata, pay award pending
Actual Salary	£3,264.11 gross per year (£272 gross per month)
Hours	6.25 hours per week (12.15-1.30pm Monday to Friday) Term time only
Contract	Fixed term to August 2025 in the first instance
Closing Date:	Friday 27 th September
Interviews:	TBC

Ongoing Safeguarding Training

All staff at schools in the South Downs Learning Trust are required to undergo regular safeguarding training. This ensures that everyone is aware of the latest guidelines, understands statutory requirements, and knows how to respond to any safeguarding concerns.

Upon successful appointment, you will receive an induction into our safeguarding procedures, and you will be required to complete training on safeguarding and child protection. Continuous professional development will be offered in this area to maintain up-to-date knowledge of safeguarding best practices.

Our Vision and Values

In general terms this is what we are trying to achieve with the children in our care:

1. To help the children towards the realisation of their full potential.
2. To help the children to develop enquiring minds and the ability to listen, concentrate and apply themselves to tasks.
3. To develop children's self-reliance, confidence, and the ability to work both independently and co-operatively.
4. To appreciate and value each child's contribution and celebrate their achievements.
5. To instil respect and understanding for religious and moral values and tolerance of races, religions and ways of life.
6. To help the children learn courtesy, good manners, and consideration for others.



We are Responsible



We work hard, are helpful, reliable, look after property and co-operate with others.

We are Respectful



We are polite, well mannered, considerate, gentle and understanding of others.

We are Reflective



We are patient, honest, kind, good listeners, forgiving and admit when we have made a mistake.

We are Resilient



We do not give up, we try to sort our problems calmly and give things a go.



Job description

Job Title: Midday Supervisory Assistant (MDSA)

School: Ocklynge Junior School

Grade: LPSSS Grade 2

Responsible to: Deputy Headteacher

Main Purpose

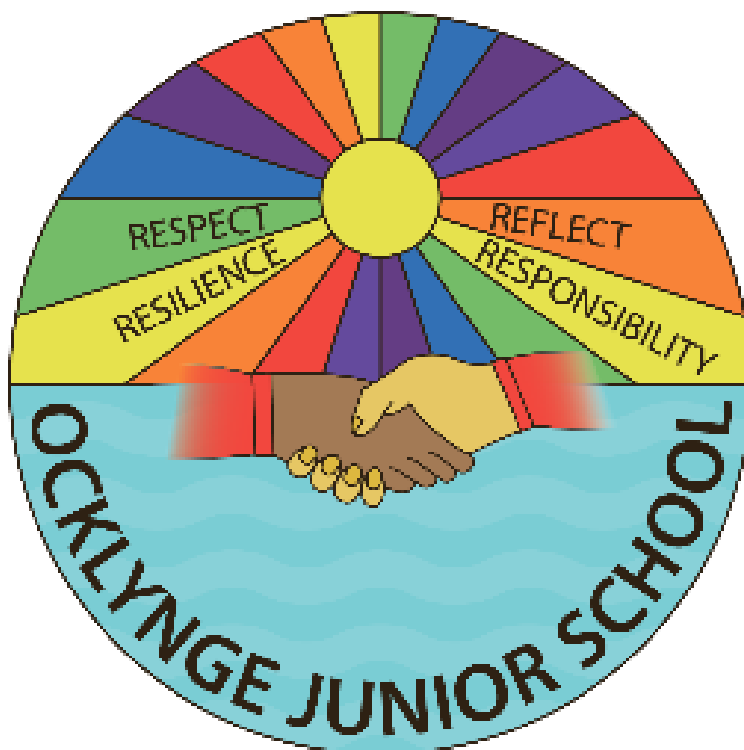
To assist in promoting the learning and personal development of the pupil/s to whom you are assigned, to enable them to make best use of the educational opportunities available to them. In addition, to uphold the safeguarding and welfare of pupils at all times, in line with school policies and statutory requirements.

Main Tasks

- To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the headteacher or Senior Midday Supervisory Assistant.
- To provide positive and firm control by implementing the school discipline/behaviour policy. To encourage play activities.
- To deal with cases of unruly or unsocial behaviour by pupils where appropriate or report the incident immediately to the headteacher or his/her nominated representative.
- To mop up and wipe spillage from the floor surfaces or meal tables and ensure that the dining area is left in a tidy condition.
- To ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
- To check that no pupil remains in outside areas when afternoon lessons are about to begin.
- To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

- To **promote and safeguard the welfare of children** in your care, ensuring that all safeguarding policies are followed and that any concerns are reported to the Designated Safeguarding Lead (DSL).
- To comply with the school's safeguarding procedures and any relevant guidance from **Keeping Children Safe in Education (KCSIE)**.
- To ensure all interactions with pupils adhere to the school's safeguarding and behaviour policies, particularly in areas of pastoral support, supervision, or direct pupil contact.
- To attend safeguarding training and stay up to date with any changes in statutory safeguarding responsibilities.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Person specification

Key skills and abilities

- Ability to use language and other communication skills that children can relate to
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to demonstrate active listening skills
- Ability to empathise with the needs of children
- Ability to work within and apply all school policies e.g. behaviour management, Health & Safety, Equal Opportunities
- Ability to work effectively with colleagues

Knowledge

- **Knowledge of safeguarding procedures** and responsibilities when working with children.
- Familiarity with **Keeping Children Safe in Education (KCSIE)** guidelines and statutory safeguarding requirements.
- Basic knowledge of school operations and procedures.
- [A basic knowledge of Health & Safety requirements in a school environment
- Knowledge of the school's behaviour management policy

Experience

- Previous experience of working in a school or with children is desirable.
- Experience of safeguarding children or working in environments where safeguarding responsibilities are essential.
- [Experience of establishing positive relationships with children
- Previous experience of working as a Midday Supervisory Assistant or other work involving children desirable

Desirable

- **Safeguarding qualification** or training in child protection.

Personal Attributes

- Ability to demonstrate commitment to Equal Opportunities
- Commitment to safeguarding and promoting the welfare of children.
- Ability to work discreetly and sensitively with confidential information.
- Willingness to undertake **further safeguarding training** to ensure compliance with safeguarding responsibilities.
- Willingness to maintain confidentiality on all school matters.
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.