



**Midday Supervisory Assistant
Oakridge Community Primary School**

Recruitment Information Pack



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Oakridge CP School

Oakridge Community Primary School is situated in a most beautiful part of the country: the village of Hinderwell located between the North Yorkshire Moors and the North Sea coast.

We are a designated Community Primary School, including a nursery and cater for children between the ages of 3 and 11. The children are organised into two classes: Dolphin Class for KS2 pupils and Seahorse Class for EYFS and KS1 pupils.

We provide a rich and exciting curriculum in a safe and caring environment, where children flourish and have the opportunity to build positive relationships, make reputable choices and be inspired to become innovative life-long learners.

We recognise that parents and carers are an integral part of our family of schools, and we strive to work with them to make positive contributions to our local communities.

VISION

- **Ethical** action for a world class education.
- **Nurturing** relationships at the heart of our communities.
- **Brave** leadership in a changing landscape.

VALUES

- Providing world-class education to all children through an ambitious curriculum.
- Encouraging curiosity and a lifelong love of learning.
- Wrapping around our community through an inclusive nurturing approach.
- Taking pride in local heritage whilst preparing our children to be global citizens.
- Collaborating with partners in education and universal services to support each child's unique journey.
- Highlighting and sharing excellent educational practice for the benefit of all.
- Growing and developing people in all roles to be their very best.

Application Process

The closing date for all applications is **9am Tuesday October 4th 2022**.

Interviews will be held shortly after the closing date.

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

Visits to our school 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

1 hour per day

Hourly rate of pay: £10.60

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: Required to work indoors and outdoors when supervising the children and young people to ensure their safety. Enhanced DBS Clearance required. An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational Issues

- Supervise the playground area, playing field 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

- 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.

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

This is an exciting opportunity for a motivated, caring individual to make a difference to our school community. There is the possibility of extra hours being made available, particularly for candidates wishing to explore their experience working as a Teaching Assistant and potentially at our busy breakfast club. Please note that this is not guaranteed and would be subject to timetables, other staff availability and budgets.

Person Specification

Essential on appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<u>Knowledge</u> <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.
<u>Experience</u> <ul style="list-style-type: none"> Experience appropriate to working with children. 	
<u>Occupational Skills</u> <ul style="list-style-type: none"> Judgemental skills Demonstrable interpersonal skills. Ability to work successfully in a team. Confidentiality. Initiative 	
<u>Qualifications</u>	<ul style="list-style-type: none"> Appropriate first aid training or willingness to undertake training
<u>Other Requirements</u> <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. To assist in ensuring that trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery The ability to converse in accurate spoken English is essential for the post. 	