

## **JOB DESCRIPTION**



**JOB TITLE:** Senior Midday Supervisor Assistant (SMSA)

**GRADE:** Grade CD (point 3-6)

**RESPONSIBLE TO:** Headteacher

**JOB PURPOSE:** To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment. Supervise the work of the Midday Supervisory Assistants.

To work indoors and outdoors when supervising the children and young people to ensure their safety.

<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operation Issues</b>	<ul style="list-style-type: none"> <li>• Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break.</li> <li>• Assist with the removal of food and equipment once pupils have eaten their lunch.</li> <li>• Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.</li> <li>• Assist in the implementation of appropriate behaviour management strategies as required</li> <li>• 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.</li> <li>• Resolve minor disputes between pupils</li> <li>• Assist in the supervision of other activities during the midday break, including setting out and storing equipment</li> <li>• Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break</li> <li>• Allocate duties to and supervise a group of Midday Supervisory Assistants during lunchtime cover duty.</li> <li>• Involved in the recruitment &amp; selection and performance management of the Midday supervisory Assistants</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Know that communication is a two-way process</li> <li>• Establish rapport and respectful, trusting relationships with children, young people and those caring for them.</li> <li>• Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.</li> <li>• Communicate effectively with all staff, pupils, families and carers.</li> <li>• Provide support and encouragement to children and young people.</li> </ul>
<b>Systems &amp; information</b>	<ul style="list-style-type: none"> <li>• Participate in the school's performance management scheme.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Attend staff meetings and training days by agreement with the Headteacher.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>• Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.</li> <li>• Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required.</li> </ul>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate.</li> <li>• Yorkshire Learning Trust 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.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• To comply with the YLT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values</li> <li>• Yorkshire Learning Trust is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Yorkshire Learning Trust 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</li> <li>• Yorkshire Learning Trust requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values</li> </ul>

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This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

**PERSON SPECIFICATION FOR**  
**Senior Midday Supervisor Assistant**

Essential upon appointment	Desirable on appointment
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>Awareness of health and hygiene issues</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of behaviour management practices</li> <li>Knowledge of special educational needs</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience appropriate to working with children</li> <li>Experience of supervising staff</li> </ul>	
<b>Qualifications</b>	
	<ul style="list-style-type: none"> <li>Appropriate first aid training or willingness to undertake training (dependant on school requirements)</li> </ul>
<b>Occupational Skills</b>	
<ul style="list-style-type: none"> <li>Judgemental skills</li> <li>Demonstrable interpersonal skills.</li> <li>Ability to work successfully in a team.</li> <li>Confidentiality.</li> <li>Initiative</li> </ul>	<ul style="list-style-type: none"> <li>Basic ICT Skills</li> <li>Good written and verbal communication skills.</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Demonstrable interpersonal skills.</li> <li>Ability to work successfully in a team.</li> <li>Confidentiality</li> <li>Flexibility</li> </ul>	
<b>Other Requirements</b>	
<ul style="list-style-type: none"> <li>Enhanced DBS Clearance</li> <li>To be committed to Continuing Professional Development</li> <li>Motivation to work with children and young people</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Emotional resilience in working with challenging behaviours and attitudes</li> <li>Ability to use authority and maintain discipline</li> <li>An empathy for equality &amp; diversity</li> <li>The ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post</li> </ul>	