

## JOB PROFILE

### #RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rklt.co.uk/careers](http://www.rklt.co.uk/careers)



Red Kite Learning Trust is committed to supporting work-life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

<b>Job Title:</b>	Midday Supervisory Assistant (MSA)	<b>School/Department:</b>	Whitkirk Primary School
<b>Salary Grade:</b>	A1 SCP 2	<b>Working Hours:</b>	10 hours per week. Wednesday to Friday 11.30am-1.30pm
<b>Contract Type:</b>	Permanent	<b>Location:</b>	Leeds

**Responsible to:** Headteacher

#### Role summary:

To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment. Required to work indoors and outdoors when supervising the children to ensure safety.

#### Special conditions of service:

No smoking policy, including e-cigarettes/vaping. Requirement to occasionally work outside of school hours and off school premises as required by the school.

#### Role specific responsibilities:

- To supervise the playgroup area, cloakrooms, and classrooms during the lunchtime break period
- To ensure the safety of all children and the creation of a calm and orderly atmosphere, where appropriate table manners and the independence of the children are encouraged
- To assist with the service of meals, including the distribution of food, clearing spills, supervising eating of packed lunches
- To 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 in line with school policies and procedures
- Assisting in the implementation of appropriate behaviour management strategies
- Observe a child's behaviour, understand its context and notice any unexpected changes; report any issues to a senior member of staff
- Monitor pupil behaviour and mediate at times of conflict in a calm and respectful manner, using a restorative approach



- Assist in the supervision of other activities during the midday break, including setting out and storing equipment
- To escort the children to and from the dining area as required
- To supervise toilet arrangements and hand washing
- 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 and establish constructive relationships with all children, parents, families, carers, external agencies and other professionals
- Understand that communication is a two-way process
- Provide support and encouragement to children and young people
- To contribute to the overall ethos/work/aims of the school, in accordance with the role and the direction of the Headteacher
- Participate in the school's appraisal scheme

**All colleagues**, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

#### **RK People responsibilities:**

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



### Our Trust Values



**Collaboration**  
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



**Integrity**  
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



**Respect**  
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

### Our Trust Goals



**We champion learning**  
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



**We promote wellbeing**  
Ensuring the wellbeing of every child and member of staff in our Trust.



**We invest in our people**  
Supporting every member of staff throughout their career to be the best that they can be.



**We innovate with technology**  
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



**We are our Trust**  
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.



PEOPLE PROFILE		
Aptitudes and Characteristics	Essential	Desirable
Have an enthusiasm for and an active interest in children's play	*	
Ability to relate well to, and work positively and effectively with, children and young people	*	
Ability to challenge and motivate students, promote and reinforce self-esteem	*	
Ability to manage pupil behaviour in a supportive and effective manner and understanding of individual children and young people's needs	*	
Ability to work constructively as part of a team, understanding roles and responsibilities and own position within these	*	
Self-motivated and hard-working colleague with the ability to maintain effective working relationships	*	
Willingness to be flexible and work to meet the best interests of the school	*	
Self-motivated and hard-working	*	
Ability to problem solve	*	
Have a sense of humour and optimism	*	
Committed to delivering the school's ethos and policies	*	
Willingness to participate in training, learning activities and performance development as required	*	
Qualifications, Knowledge and Experience	Essential	Desirable
GCSE grade C or equivalent in English and Mathematics	*	
Excellent interpersonal and communication skills	*	
Experience of working with children and young people with a wide range of Special Educational Needs		*
Current first aid qualification or willingness to undertake training	*	
Safeguarding and Promoting the Welfare of Students	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

