Overview of Supervisory Assistant Roles

The job descriptions provided should be used as templates which you can amend to describe the specific role operating within your school. You may wish to add/remove duties as appropriate. However please note that making any significant changes could alter the grading of the post and advice should be sought from NYES HR (NYES.HR@northyorks.gov.uk).

The table below provides a brief indication of the responsibilities required for each grade as a bare minimum with template job descriptions following on the subsequent pages.

Job Title	Grade	Contract Type	Role Description
Midday Supervisory Assistant	B	TTO	To work alongside members of the staff team to secure a caring and safe environment for pupils during the midday break. Responsible to the Senior Supervisory Assistant or Office Manager.
Senior Supervisory Assistant	D	TTO	In addition to MSA duties the Senior MSA will have responsibility for the management of other supervisory assistants, including the allocation and monitoring of work, recruitment, appraisal and training. Responsible to the Office Manager or Headteacher. The Senior MSA will have a higher level of initiative and independence and deal with more problems that may arise and use analytical skills to take decisions such as when to bring the pupils inside if it starts raining for example. The Senior MSA uses planning skills to create the rota for playground duties, which may have to be changed at last minute due to sickness for example.

Children & Young People's Service

Easingwold Primary School

JOB DESCRIPTION

POST:	**Midday Supervisory Assistant**
GRADE:	Grade B
RESPONSIBLE TO:	Senior MSA
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:	Required to work indoors and outdoors when supervising the children and young people to ensure their safety. 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. 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 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	● 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.
Data Protection	● 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	● 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
Flexibility	● 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	● 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:	

PERSON SPECIFICATION

JOB TITLE: Midday Supervisory Assistant

Essential upon appointment	Desirable on appointment
Knowledge ● Awareness of health and hygiene issues ● Behaviour management.	● Good written and verbal communication skills. ● Allergy awareness
Experience ● Experience appropriate to working with children	
Occupational Skills ● Judgemental skills ● Demonstrable interpersonal skills. ● Ability to work successfully in a team. ● Confidentiality. ● Initiative	
Qualifications	● Appropriate first aid training or willingness to undertake training
Other Requirements	
● 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 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	

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: 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.

North Yorkshire
education services

Children & Young People's Service

(School Name)

JOB DESCRIPTION

POST:	**Senior Supervisory Assistant**
GRADE:	Grade D
RESPONSIBLE TO: Office Manager or Head-teacher	
STAFF MANAGED: Midday Supervisory Assistants	
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. Supervise the work of the Midday Supervisory Assistants.
JOB CONTEXT:	Required to work indoors and outdoors when supervising the children and young people to ensure their safety. 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. 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 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 • Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break
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.
Partnership or Corporate Working	● Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.
People Management	● Allocate duties to and supervise a group of Midday Supervisory Assistants during lunchtime cover duty. ● Involved in the recruitment & selection and performance management of the Midday supervisory Assistants
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.
Data Protection	● 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	● 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
Flexibility	● 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	● 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:	

PERSON SPECIFICATION

JOB TITLE: Senior Midday Supervisory Assistant

Essential upon appointment	Desirable on appointment
Knowledge ● Awareness of health and hygiene issues	● Behaviour management. (This criteria may be essential for secondary or larger primary schools) ● Good written and verbal communication skills.
Experience ● Experience appropriate to working with children. ● Experience of supervising staff	
Occupational Skills ● Judgemental skills ● Demonstrable interpersonal skills. ● Ability to work successfully in a team. ● Confidentiality. ● Ability to use own Initiative	
Qualifications	● Appropriate first aid training or willingness to undertake training *(Dependent on the schools needs - insert as appropriate)*
Other Requirements	
● 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 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	
Behaviours	Link

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: 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.