

# St. Augustine's Catholic Primary School

Head Teacher: Rachel Swindell

Assistant Head: Amy Casey

Chairman of Governors: Joseph Zammit



*We try to follow Jesus by loving each other and caring for God's world.*

## Job Vacancy: Midday Supervisor Assistant (MSA) Role

<b>Organisation:</b>	St. Augustine's Catholic Primary School
<b>Place of work:</b>	West End, Old Costessey, Norwich
<b>Salary details:</b>	Scale A – Point 1 – £9.25 per hour
<b>Job term:</b>	Part time – 7.5 hours per week – Term time 12:00 – 13:30 (1.5 hours per day: Monday, Tuesday, Wednesday, Thursday, Friday)
<b>Appointment:</b>	Permanent
<b>Reporting to:</b>	Head Teacher and Lead Midday Supervisor Assistant
<b>Closing Date:</b>	Wednesday 23 <sup>rd</sup> February 2022
<b>Interview Date:</b>	Week beginning 7 <sup>th</sup> March 2022
<b>Start Date:</b>	As soon as possible

St. Augustine's Catholic Primary School is looking for an enthusiastic, reliable and responsible person to join our friendly lunchtime team as a midday supervisor assistant. The role includes; helping to set up and clear away the dining room, supervise children in the dining hall and the playground, and ensure the safety and wellbeing of pupils during lunchtimes.

The candidate should have some knowledge and experience of working with children and have a commitment to professional growth, feedback, and personal development.

St Augustine's Catholic Primary School is a happy, learning community where each individual pupil and member of staff is valued for the contribution they can make to the life of our thriving school. Staff work hard to provide the very best for our pupils and in return they receive the support and training to enable them to be the best they can be. If you join our team you can be assured that you will be part of a happy, caring community of staff who put children at the heart of the learning process.

St. Augustine's Catholic Primary School is part of the St. John the Baptist Multi Academy Trust. The school and Trust are committed to the Catholic ethos and supporting professional development.

### We are seeking to appoint a midday supervisor who:

- Has a flexible approach and ability to work as part of a team
- Is willing to participate fully in all aspects of school life
- Has the ability to think on their feet and use their initiative

You are warmly invited to contact the school or telephone the Head Teacher, who will be pleased to discuss the post in more detail.

### For further information, please contact the school office:

Telephone: 01603 743317

Email: [office@st-augustines.norfolk.sch.uk](mailto:office@st-augustines.norfolk.sch.uk)

An application form and job description can be downloaded from the related information section on our website: <http://www.st-augustines.norfolk.sch.uk/>

**Completed applications to be returned to the school by email, posted or handed into the school office.**

If you have not received an invitation to interview by 23<sup>rd</sup> February 2022 you should assume that your application for the post has not been successful.

*St. Augustine's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will be subject to pre-employment checks including an enhanced DBS with Barred check and satisfactory references.*

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## JOB DESCRIPTION ~ MIDDAY SUPERVISORY ASSISTANT

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### Main purpose

#### The Midday Supervisor will:

- To ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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### Duties and responsibilities

- To supervise the children at all times during lunchtime on the school premises.
- Ensure that the children are behaving appropriately in line with the schools behaviour policy at all times including the dining room, playground and during wet lunch times.
- To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
- In the event of any spillage inform the appropriate person and take necessary action immediately to avoid possible accidents.
- To follow the schools policy and procedures on child protection.
- To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
- In the event of any injuries or sickness making sure they are dealt with according to the school's policy.
- To engage with the children and ensure that they are active in purposeful, positive and co-operative behaviour throughout the lunchtime period.
- To challenge and report any stranger on site.
- Inform the appropriate member of staff in regard to behaviour at lunchtimes this includes positive and negative behaviours.
- Keep the appropriate person informed of any information that may relate to a child's health and safety.
- To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
- In the event of any injuries deal immediately with the situation referring to the appropriate person and following the school's policy and procedure.
- Ensure that you are a strong, positive role model for the children and other staff.
- To undertake broadly similar duties commensurate with the level of the post.
- To adhere to all the school's policies.
- Actively participate in any appropriate training when required.

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## Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Add any other duties of particular relevance to your school and the role.

## Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- Add any other duties of particular relevance to your school and the role.

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## MSA ~ Person specification

Criteria	Qualities	Essential / Desirable
<b>1. Knowledge, Skills and Abilities</b>	a) Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.	Essential
	b) To be able to form good relationships with the children.	Essential
	c) Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.	Essential
	d) To be able to take charge of groups of children setting and maintaining acceptable behavioural standards.	Essential
	e) To be able to engage the children in play.	Essential
	f) To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.	Essential
	g) Ability to stay calm and be patient and understanding when dealing with the children.	Essential
	h) To be able to deal fairly and consistently when dealing with the children.	Essential
	i) Good communication skills.	Essential
	j) Ability to adhere to and implement the Council's Equal Opportunities Policy.	Essential
	k) Have a CRB check and clearance.	Essential
	l) To be responsible for promoting and safeguarding the welfare of children and young people within the school.	Essential
<b>2. Personal qualities</b>	a) Enjoyment of working with children	Essential
	b) Sensitivity and understanding, to help build good relationships with pupils	Essential
	c) A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	Essential
	d) Commitment to maintaining confidentiality at all times	Essential
	e) Commitment to safeguarding pupil's wellbeing and equality	Essential