

Dringhouses Primary School

Enjoying Excellent Education

Applicants' Guide for the post of: Midday Supervisory Assistant

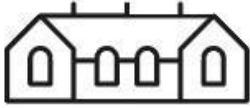
Sept 2022

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You will find an application form on our website www.dringhouses.york.sch.uk, where you will also find a link to our most recent Ofsted Inspection Report.

Please note that we are committed to safeguarding and promoting the welfare of children. We will require the successful applicant to undertake an ENHANCED criminal record check via the DBS.



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Sept 2022

Dear Applicant

Dringhouses Primary School is an extraordinary community: friendly, focused, and enthusiastic. We look after each other, and staff-wellbeing is a priority.

Our children are happy, keen, and enjoy the excellent education that we work hard to provide. We look forward to applications from persons who want to join an environment that encourages growth and development in all of its community, and someone who can become a part of Team Dring!

Details:

Midday Supervisory Assistant Vacancy

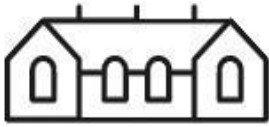
This is a part-time, term time only appointment starting ASAP. Applications may be submitted by e-mail or by post, which must be received by 12 midnight at the latest on Sunday 9th October 2022.

If you choose to apply and are shortlisted, you will be invited to interview on Thursday 13th October 2022. If you have not heard from us by then, please assume that, on this occasion, you have not been successful.

We look forward to hearing from you.

Yours sincerely

Ben Sutton | Headteacher



JOB DESCRIPTION - Midday Supervisory Assistant

Purpose of the job

To supervise, control and report the behaviour of pupils during the lunchtime break and to maintain a calm environment in the dining hall.

Core Responsibilities

- To check that the dining room is ready for lunch service. If required, prepare layout of tables in preparation for lunch including setting the tables and packing tables away after lunch.
- Organise dinner queue and entrance of pupils into dining hall and from the dining hall to playground, ensuring good behaviour and a calm atmosphere. Check passes for early lunches. Dealing with any bullying/fighting/inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher/Senior Midday Supervisor according to the severity of incident.
- Where required, to assist with the collection of dinner money and/or the completion of records/registers of children dining.
- Ensure that pupils follow dining room rules and tidy/clear up in a satisfactory manner, where appropriate reporting any inappropriate or persistent behaviour to SMSA or teacher.
- Supervision and control of the school entrance gate during lunch break to ensure children do not leave the playground without permission/authorisation.
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather.
- Direction of pupils to the playground and supervision of their activities and behaviour ensuring their safety and well being, providing emotional support where necessary. Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Participating in games, as appropriate. Discouraging any dangerous activities.
- Dealing with unacceptable or challenging behaviour under the direction of guidelines in operation at the school. Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/SMSA.
- Locking and securing classrooms which contain personal belongings of staff and pupils. Checking toilet areas regularly for signs of pupils' smoking/vandalism, blockages of toilets/water basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaking staff, via logbook in office.
- To be observant to adults around the perimeter or entering the play areas and reporting any potentially suspicious behaviour/observations.
- To provide brief verbal reports on any issues that need following up or referring to teaching staff. To report to SMSA prior to leaving duty.
- Be aware of cultural differences between pupils, dealing with any incidents of racism and sexism in accordance with agreed procedures.
- Deals with any children who become ill or suffer falls etc. by referring them to a first aider or nominated teacher. Report any concerns regarding the Health and Wellbeing of pupils to appropriate person.

Supervision & Management of People

No staff responsibilities but the post holder is required to supervise, control and report pupils'

behaviour.

Creativity and Innovation

Set duties but due to the nature of the post it may require creativity for managing everyday situations and awareness of when to involve other relevant parties.

Contacts and Relationships

- **Internal**

Interacts with pupils (supporting them or maintaining discipline), teaching staff (reporting incidents and providing information) and catering staff (supporting their service and maintaining discipline in the dining room). When dealing with pupils, it may be necessary for the post holder to vary their style and approach to suit individual circumstances. Contact is always face-to-face.

- **External**

Parents/Carers.

- **Confidentiality**

Maintaining confidentiality at all times and never discussing a pupil out of work times with any party.

DECISIONS – discretion & consequences

Majority of decisions require judgement and assessment of situation to decide on the best course of action. The school operates a policy of pupil sanctions and rewards.

RESOURCES – financial & equipment

Description

Shared responsibility for care of play equipment and lunchtime furniture.

WORK ENVIRONMENT – work demands, physical demands, working conditions & work context

Work demands

Set duties but due to the nature of the post it may require creativity for managing everyday situations and awareness of when to involve other relevant parties. Deadlines are predictable. Effective and efficient organisation to guide pupils through the dining process in a short period of time. There is a need for the post holder to have good levels of concentration and remain focused as situations may develop at any point.

Physical demands

Physical demands due to the nature of the post.

Working conditions

Where outside work is involved this can be in inclement weather.

Work context

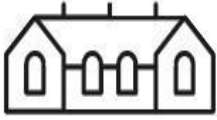
Occasionally subjected to bad language and aggressive behaviour. Work within the schools Health & Safety, and Manual Handling procedures, attending training as required.

Has to remain alert to child protection issues and must always act in a controlled and measured way.

KNOWLEDGE & SKILLS

The post holder needs to have:

- Effective communication skills
- A caring attitude
- Tact and sensitivity
- Observational skills
- An approachable style
- Thorough knowledge of the school's policies, procedures and protocols
- Ability to work effectively as part of a team and to apply given instructions
- Ability to react calmly and quickly in an emergency.



OUR SCHOOL

Dringhouses Primary School is situated on the western side of York, about three miles from York city centre and a short drive off the A64. Built in 1904, Dringhouses is a co-educational school for children aged 4+ to 11 years, with approximately 320 pupils on the roll over 11 classes.

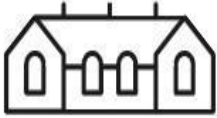
The school has good internal facilities that undergo a process of continuous improvement and currently consist of:

- Eleven classrooms
- The school Library
- The school Music Room
- A large hall/dining room
- Three learning support rooms, for teaching smaller groups of children
- A children's kitchen
- A meeting room
- A medical room with accessible toilet and shower
- Central reception area
- Administration offices

The main playground includes a separate multi-use games area for ball games and a garden area, also utilised as a learning resource. There is an additional, smaller, playground at the rear of the school, as well as a separate playground with play equipment, blackboard and raised beds for our children in the Early Years' Foundation Unit. There is a playing field and wildlife area opposite the school, which the pupils use during the day for sporting and Forest School activities.

A short history of our school

Dringhouses Primary School opened in 1863 on Tadcaster Road, in the building now occupied by the local library. It was originally a small village school for about 50 children. In 1884 the school log book records that the total grant for that year was £21.15s.5d. At that time it was 'payment by results', with the scramble for free places that was common to all elementary schools. The log book is available to anyone interested in a more detailed history of the school. Our history is very important to us here, at Dringhouses - our future is built on what came before us.



WHAT MATTERS TO US AS A SCHOOL

Dringhouses Primary School lays the foundations for children to become life-long learners and builds confidence, independence and enthusiasm. We care for, support and value every single child and encourage each one to achieve the highest possible standards through offering an enjoyable and stimulating curriculum which develops creative, enquiring, understanding citizens.

The aims of the school are to:

Develop citizenship through:

- Learning life skills including confidence, independence and responsibility
- Learning to have respect for oneself, others and the environment
- Learning to appreciate social, religious and cultural differences
- Recognising and celebrating successes and achievements
- Encouraging a healthy lifestyle

Develop partnership through:

- Working together with children, staff, parents, governors and the wider community

Educate children by:

- Providing challenging, stimulating, worthwhile and enjoyable experiences
- Developing enquiring and creative minds
- Encouraging hard work, commitment and self-discipline to maximize potential