



# Midday Supervisory Assistant Oatlands Junior School Supporting Information

## Our School

Oatlands Junior School is a large, busy but friendly school, with lots going on. We provide a creative and inspiring environment for learning where children are empowered to be the best that they can be. Our school's values are at the very heart of classroom life.

## Our School Aims:

Welcome to our World of Learning: We are Oatlands Juniors, we're amazing!

- We're friendly, kind and caring.
- We're tolerant and respect one another.
- We're enthusiastic and positive.
- We love to learn!
- We imagine and create.
- We try new things and learn from our mistakes.
- We work together and help each other.
- We're determined and always do our best.

At Oatlands, incidents of misbehaviour are rare and teachers can get on and teach, within a well ordered environment where excellent relationships between staff and children are the norm. The school uniform is worn proudly by all children and staff are expected to match this by modelling high standards of appearance and professional behaviour.

This does not mean that working at Oatlands is not challenging however, we do strive to be the very best at what we do. Potential colleagues will need to be able to cope in a high performing environment where expectations are always high and second best is simply not good enough.

High performing does not mean exclusive however and we are very proud of the achievements of all our children.

We are a member of the "Red Kite Teaching School Alliance" which includes six leading secondary schools as strategic partners as well as four universities, a special school and thirty-five primaries. As such this gives opportunities for our staff to access outstanding professional learning.

## About the Red Kite Learning Trust

The Red Kite Learning Trust was founded to provide a supportive structure for schools working in partnership to help ensure all their young people can achieve success.



The Trust was formed in 2015 by three founding schools: Oatlands Junior School; Western Primary School and Harrogate Grammar School; whose aim is to work together to ensure Excellence for All. Rossett Acre Primary School joined the Trust on 1st November 2016. We are delighted to subsequently welcome Crawshaw Academy and Coppice Valley Primary School who have joined the Trust during 2017.

We are seeing the benefits for young people by working more closely together and have welcomed the insight and expertise that both our primary and secondary colleagues have provided. We look forward to the Trust developing further over the years, allowing extended collaborative working across all of our schools, and providing even better provision for our young people. Being part of this Multi-Academy Trust provides additional security and opportunities for our staff in particular the opportunities to share the specialist skills and knowledge with colleagues across both primary and secondary phases.

The success of our school is dependent on the quality, talent and commitment of our staff, which is why we want to make sure we recruit the right people who can share our aims and vision.

### **Further information**

For further information about our school, the Red Kite Learning Trust, or the wider Red Kite Alliance and our schools, please visit the following websites:

<http://www.oatlands-jun.n-yorks.sch.uk/>

<http://www.rklt.co.uk/>

<http://www.redkitealliance.co.uk/>

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The Post Specification on the following pages describes the expectations for the role:



Oatlands Junior School as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

**Post Title:** Midday Supervisory Assistant (MSA)

**Salary Grade:** Band 3, SCP 7 to SCP9  
£15,115 to £15,375 FTE  
£2,105 to £2,141 Actual

**Contract Type:** Term-time only (38 weeks per year)  
Permanent / Established

**Working Hours:** Part Time 6.25 hours per week  
Working hours: 11:45am - 1:00pm Mon-Fri as directed by the Headteacher.

**Responsible to:** Headteacher / Lunchtime Leader

#### General Description:

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.

<b>1</b>	<b>Duties – Midday Supervisory Assistant (MSA)</b>
1.1	To supervise the playgroup area, cloakrooms and classrooms during the lunchtime break period.
1.2	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.
1.3	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.
1.4	Deal with minor first aid incidents; follow appropriate procedures for recording and reporting in line with school policies and procedures.
1.5	Assisting in the implementation of appropriate behaviour management strategies.

1.6	Observe a child's behaviour, understand its context and notice any unexpected changes; report any issues to a senior member of staff.
1.7	Monitor pupil behaviour and mediate at times of conflict in a calm and respectful manner.
1.8	Assist in the supervision of other activities during the midday break, including setting out and storing equipment.
1.9	To escort the children to and from the dining area as required.
1.10	To supervise toilet arrangements and hand washing.
1.11	Establish rapport and respectful, trusting relationships with children, young people and those caring for them.
1.12	Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.
1.13	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.
1.14	Provide support and encouragement to children and young people.
1.15	To contribute to the overall ethos/work/aims of the school, in accordance with the role and the direction of the Headteacher.
1.16	Participate in the schools' performance management scheme.

**Person Specification : E Essential, D Desirable**

<b>2</b>	<b>Experience/Aptitudes</b>	
2.1	Have an enthusiasm for and an active interest in children's play.	E
2.2	Working in a school environment.	D
2.3	Experience of working with children and young people with a wide range of Special Educational Needs.	D
2.4	An understanding of the strategies that can be used to reduce the barriers to learning.	D
2.5	Proven track record of successfully working with children/young people in a work/voluntary setting.	D
<b>3</b>	<b>Qualifications/Training</b>	
3.1	Appropriate first aid training.	D
<b>4</b>	<b>Knowledge/Skills</b>	
4.1	Excellent interpersonal and communication skills..	E
4.2	Ability to relate well to, and work positively and effectively with, children and young people.	E
4.3	Work constructively as part of a team, understanding roles and responsibilities and own position within these.	E
4.4	Ability to manage pupil behaviour in a supportive and effective manner.	E
4.5	Understanding of individual children and young peoples' needs.	D

4.6	Working knowledge of relevant policies, codes of practice and legislation.	D
4.7	Problem solving.	D
4.8	Awareness of health and hygiene issues.	E
<b>5</b>	<b>Characteristics</b>	
5.1	Willingness to be flexible and work to meet the best interests of the school.	E
5.2	Committed to delivering the schools ethos and policies.	E
5.2	Self-motivated and hard-working.	E
5.3	Team worker and able to create and maintain effective working relationships.	E
5.4	Willingness to undertake training.	E
5.5	Sense of humour and optimism.	E
<b>6</b>	<b>Safeguarding and Promoting the Welfare of Pupils</b>	
6.1	Has appropriate motivation to work with pupils.	E
6.2	Ability to maintain appropriate relationships and personal boundaries with pupils.	E
6.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E





Oatlands Junior School and The Red Kite Learning Trust is about more than just academic success, it is about giving children and young people opportunities to develop as well rounded citizens able to take on and contribute to the world. We hope that new colleagues will be able to help achieve this for all our children and young people. In return we can provide a fantastic place to work and learn and a vast range of opportunities to extend your experience and expertise. If this sounds like a place that you would enjoy working in, we hope you will apply and come and see for yourself what is on offer.

### How to Apply:

We hope that after considering all the information provided you will decide to make an application.

Candidates are encouraged to complete our **online electronic application form** and explain their experience and approach in sections "Details of Skills and Experience" and "Details of other experience and interests relevant to the post" as appropriate.

To access our on-line application form via the Red Kite Learning Trust, please visit: [www.rklt.co.uk/vacancies](http://www.rklt.co.uk/vacancies)

If you would prefer to receive an application pack via email or post, please email [recruitment@harrogategrammar.co.uk](mailto:recruitment@harrogategrammar.co.uk) or telephone the HR Team or Oatlands School Office on 01423 535641 or 01423 872827

A reminder the **closing date is 9:00am Tuesday 14<sup>th</sup> November 2017.** Interviews are expected to be held on Monday 20<sup>th</sup> November, for your advance planning.



Whatever the outcome of your application, we thank you for the interest you have shown in our school and we wish you well for your future career.

For further supporting information please see the following documents below;

- Red Kite Recruitment Process Guidelines
- Red Kite Ex-offenders Policy

# Recruitment Process Guidelines



**Oatlands Junior School, as part of the Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## **APPLICATION FORM (On-Line process)**

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Please read the instructions on the online application form carefully before completing it. You must complete all parts of the form.

Candidates are encouraged to complete the On-Line form.

## **Application Form (Word Document)**

If you would prefer to complete a paper application form, this can be provided by the Red Kite Learning Trust HR team upon request, please email: [recruitment@harrogategrammar.co.uk](mailto:recruitment@harrogategrammar.co.uk)

For all formats of application: Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.

Please check the closing date and allow time to submit your application through the school website. If you are called for interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete

## **DISABLED APPLICANTS**

If you are a disabled person and may not be able to meet some of the job requirements because of your disability, please specify this in your application. If you meet all other criteria, you will be short-listed and we will discuss with you if there are ways in which the post can be modified to meet your needs.

## **EQUAL OPPORTUNITY EMPLOYER**

Red Kite Learning Trust is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities. All information is treated in confidence and personal information submitted as part of the Equal Opportunities questions will not form part of your application; the shortlisting panel do not have access to this information.

## **REHABILITATION OF OFFENDERS**

The post you are applying for requires you to have a Disclosure & Barring Service check and you will be required to disclose full details of your criminal history prior to your interview. Having a criminal record is not necessarily a bar to obtaining a post. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants – this check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to this application.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

### **CANVASSING**

You must not try to influence any current employee or member of the school governing body or Trust, to act in your favour as this will disqualify you. If you are related to a current employee, Governor or Trust member, you must indicate this in the relevant section of the application form.

### **REQUIREMENTS FOR REFERENCES**

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

### **SHORT-LISTING & INTERVIEWS**

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the school may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children and provide evidence of your suitability to work with young people through your responses to interview questions.

### **SALARY SCALES & INCREMENTS**

**Administrative, Professional, Technical & Clerical (APT & C) Grades relating to Operational Staff** – Progression on the salary scale is by annual increment until the maximum within the grade is reached, subject to at least 6 months service in the grade and a satisfactory performance review and levels of attendance by that date.

**Teachers** – The terms of the relevant year's Pay and Conditions Document will apply.

### **PRE-APPOINTMENT CHECKS**

#### **Permission to Work in the UK**

Please note that we can only consider applications from EU citizens and those holding valid UK visas.

**At Interview** - Under the Asylum and Immigration Act 1996 the school must ensure that you have permission to work in the United Kingdom. No offer of employment can be made without verification of proof of identity. You will need to submit one of the original documents included in List 1 below, or two original documents specified in List 2 below:

#### **List 1**

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or identity card.
- A resident permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom or has no time limit on their stay.

- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

#### List 2

- First Combination of two documents
  - o A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.
 Plus one of the following documents
  - o A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
  - o A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
  - o A certificate of registration or naturalisation stating that the holder is a British citizen; OR
  - o A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
  - o An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
  - o A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work that you are offering; OR
  - o An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work that you are offering.
- Second Combination of two documents
  - o A work permit or other approval to take employment that has been issued by Work Permits UK
 Plus one of the following documents
  - o A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
  - o A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

#### Qualifications

**At Interview** - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

#### Proof of Identity

**At Interview** - In accordance with *Keeping Children Safe in Education*, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

**At Appointment** - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents. A copy of the DBS Code of Practice can be made available on request.

#### Medical Clearance

**At Appointment** - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.

# Policy Statement on the Recruitment of Ex-Offenders



**Oatlands Junior School as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

- As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Red Kite Learning Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. They undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Red Kite Learning Trust is committed to the fair treatment of their staff, potential staff or users of their services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is provided through our E-Application Form, which is viewed by a designated person within the Red Kite Learning Trust; we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Red Kite Learning Trust to ask questions about your entire criminal record we only ask about the "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Red Kite Learning Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.
- We make every subject of a Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working with us; this will depend on the nature of the position, the circumstances and background of your offence/s.

(Source [www.disclosures.gov.uk](http://www.disclosures.gov.uk))