

Our ref: w:/Job Vacancies (MSA)

July 2021



**Langtoft  
Primary School**

Dear Applicant,

**MIDDAY SUPERVISORY ASSISTANT AT LANGTOFT PRIMARY SCHOOL  
11.50 AM – 1.15 PM, MONDAY TO FRIDAY, TERM TIME ONLY**

Thank you for your interest in the position of Midday Supervisory Assistant at Langtoft Primary School. The post is for term time only, working from 11.50am to 1.15pm each school day. The pay scale is G2.6 which equates to approximately £2,867 per annum.

I have pleasure in enclosing a copy of the person specification, job description and general information about our school. The application form is on our website at [www.langtoft.lincs.sch.uk](http://www.langtoft.lincs.sch.uk) You can complete an electronic version or print one off and complete it by hand.

If you should have any queries regarding the position or wish to arrange a visit to our school, please do not hesitate to contact us on 01778 343419.

May I take this opportunity to remind you that the closing date for applications is Friday 13 August 2021. We intend to interview on Friday 20 August 2021.

I look forward to hearing from you.

Yours faithfully

*J McCullough*

**Mr J McCullough**  
Headteacher

## Langtoft Primary School

### ~ About Us ~

Langtoft Primary School is situated in the village of Langtoft on the Lincolnshire/ Peterborough border, ten miles north of Peterborough and eight miles east of Stamford in a pleasant rural setting, close to the market towns of Market Deeping and Bourne.

The school consists of seven classrooms, a hall, two large communal work areas, libraries and cloakrooms, staff room and office accommodation. It has two large playgrounds – one for each Key Stage – and large, attractive grounds with a trim-trail, outdoor stage, wooden gazebo, willow tunnel, stone circle and tyre parks. There is a large and secure outdoor learning area for Foundation Stage children, which has been remodelled and extended. The school is a co-educational primary school, maintained by the local authority (Lincolnshire County Council) and is designed to take up to 210 children. There are currently 203 pupils on roll (July 2021).

The latest Ofsted inspection (September 2017) confirmed that our school continues to be a good school. 'Staff are proud to be part of Langtoft Primary School. They say that they work well together and are always striving to do their best for the pupils. New staff say that they have been welcomed to the school and they are well supported.' The full report is available to read on our website: [www.langtoft.lincs.sch.uk](http://www.langtoft.lincs.sch.uk)

We benefit from highly positive relationships with the families that make up our school community. Attendance is exceptionally high. Academic standards are consistently above national averages. Staff and pupils enjoy working in the calm and focused learning environments that have been created.

Our active School Council ensures that there is always something happening in our school. They support the staff in raising funds for charities, making decisions on topics such as systems for managing behaviour and coming up with ideas for new initiatives. We are a UNICEF Rights Respecting School: Gold Level.

Our school is an ambitious one: it continues to reflect on its practices by evaluating what works well and what could work even better. Our school wants the very best for the children who attend it. We see our role to be preparing children for the challenges and adventures of life: they are learning for life.



## Our Aims and Values

Our aim is to educate your child to the best of their ability and to equip them with the learning skills needed to meet the challenges of life. We do this by providing a broad, balanced and relevant curriculum.

Children, parents, governors and staff work together, continually striving to improve standards, meet personal targets and celebrate achievement.

We provide a supportive and caring setting for learning where your child will experience quality teaching.

At Langtoft Primary School, every child matters for every child is unique. Your child has the right to be safe and happy. We nurture positive moral, social, cultural and spiritual values within an environment of equality, courtesy and mutual care and respect.



~ Learning for Life ~  
**LANGTOFT PRIMARY SCHOOL**  
 Person Specification  
**MIDDAY MEAL SUPERVISORY ASSISTANT**

	<b>Essential</b>	<b>Desirable</b>
Be enthusiastic about working in a school environment	✓	
Follow school policies and staff <i>Code of Conduct</i>	✓	
Be responsible, honest and reliable	✓	
Be pro-active in attitude and positive to challenges	✓	
Possess a good sense of humour	✓	
Work as a team member	✓	
Be flexible and enjoy a varied routine as days can rarely be planned	✓	
Be physically fit and able to undertake light manual handling duties and cleaning (e.g. setting up and putting away of foldable table, lifting trays of food, mopping floor)	✓	
Supervise children during the lunch break – in the playground, classrooms, corridors, cloakrooms, toilets etc and escort children between premises where necessary.	✓	
Willingness to undertake training	✓	
Previous experience of working in a school environment		✓

**JOB DESCRIPTION**

<b>DIRECTORATE:</b>		<b>Division/Section/Branch:</b>	
<b>Education and Cultural Services</b>		<b>Education</b>	
<b>Service/Sub-Division:</b>			
<b>Schools</b>			
<b>JOB TITLE: Midday Supervisory Assistant</b>			
<b>GRADE: G2.6</b>			
<b>REPORTS TO:</b>			
<b>Headteacher\Midday Controller (or other designated person)</b>			
<b>1.</b>	<b>PURPOSE OF JOB:</b>		
	To be responsible to the Headteacher, through the line manager, or other designated person, for the supervision of children during the midday break.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>		
	i	Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets, etc and escort children between premises where necessary.	
	ii	Where applicable may also be required to prepare rooms for dining, including setting out tables and chairs or desks covers, as appropriate.	
	iii	Distribute meals and serve water where required.	
	iv	Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required.	
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b>		
	<b>SUPERVISION OF PEOPLE</b>		
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b>		
	Work carried out within procedures presenting little opportunity for creativity only within the clearly defined role, e.g. a query from a pupil. Queries of a complex nature may be referred to a line manager.		
<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b>		

	The post holder will have contact with headteacher, school employees and pupils there may be occasional contact with visitors to the school.
<b>6.</b>	<b>DECISIONS</b>
	<p><b>a) Discretion –</b></p> <p>Working within clearly defined procedures, generally discretion is made within a range of set alternatives</p>
	<p><b>b) Consequences –</b></p> <p>Child centred and impacts on activities during lunchtime period</p>
<b>7.</b>	<b>RESOURCES</b>
	Little or no responsibility for physical resources e.g. children's personal possessions
<b>8.</b>	<b>WORK ENVIRONMENT</b>
	<p><b>a) Work Demands</b></p> <p>Interruptions are intrinsic to the role but cause no major change to the overall task</p>
	<p><b>b) Physical Demands</b></p> <p>Possibly moving handling furniture, assisting children to get lunch, cutlery, plates etc.</p>
	<p><b>c) Working Conditions</b></p> <p>Subject to a moderate amount of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds.</p>
	<p><b>d) Work Context</b></p> <p>The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b>
	No formal qualifications required. Demonstrable experience of appropriate interaction with children.
<b>10</b>	<b>GENERAL</b>
	<b>Job Evaluation -</b> This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**Equal Opportunities** - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

**Health and Safety** - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

	Name:	Signature:	Date:
Job Description written by: [Manager]	.....	.....	.....
Job Description agreed by: [Postholder]	.....	.....	.....
			V5