

Midday Supervisory Assistant

Job Description

Job title:	Midday Supervisory Assistant (MSA)
Salary scale:	Level 1C
Responsible to:	Lead MSA
Line managed by:	TBC

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

This is an important and often challenging post requiring a high calibre of person with the ability and drive to adapt to the varying needs of children in different and dynamic situations. The post holder is **responsible for the security and care of all pupils** during the lunchtime period and has a key role in promoting their personal, social and health education.

Main Duties and Responsibilities

To work in close collaboration with the teaching and support teams to:

- Provide effective supervision of pupils in the dining halls, playground areas and other areas of the school, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline
- Report to the Lead Midday Supervisor at the beginning of the lunch period and receive and carry out any instructions with regard to duties
- Proactively monitor the behaviour of pupils in line with the school's Behaviour & Anti-Bullying policies, discouraging and responding in a positive manner to any concerns or incidents of inappropriate behaviour using the agreed scripts
- Ensure that any concerns or incidents relating to individual or groups of children are reported to the Lead Midday Supervisor and the relevant class teacher(s) at the end of the lunch period
- Ensure and promote the safety and well-being of children at all times, providing emotional support and modelling appropriate play where necessary
- Proactively arrange, promote, model and supervise appropriate activities under the overall direction or with the knowledge of the Lead Midday Supervisor
- Ensure that all pupils who suffer any injury or accident are supported appropriately in accordance with the school's agreed procedures.

Dining Hall

- Before pupils enter the dining hall, ensure that they have visited the toilet and washed their hands where appropriate
- Manage a steady flow of pupils into the hall to ensure sufficient places are available at tables whilst ensuring that food is not left exposed for too long
- Organise the dinner queue, entrance of pupils into the dining hall and exit from the dining hall to the playground: ensuring good behaviour and a calm atmosphere
- Proactively monitor the behaviour of pupils in line with the school's Behaviour & Anti-Bullying policies, discouraging and responding in a positive manner to any concerns or incidents of inappropriate behaviour using the agreed scripts
- Encourage all pupils to eat a healthy, balanced lunch and especially those with identified needs or disabilities including assisting pupils with cutting of food, pouring of water etc. where necessary
- Encourage positive social skills and good table manners, ensuring safety with knives and forks
- Clean up spillages of food and liquids promptly to maintain a safe and pleasant environment for all.

Playground & Field Areas

- Be ready and positioned appropriately before pupils begin exiting their classrooms in order to welcome them positively with clearly setup activities and equipment
- Where appropriate, collect specified pupils from the classroom, liaising with teaching teams to ensure a positive transition
- Ensure that all pupils are suitably dressed for the weather conditions and are proactively managed and supported to ensure their safety and well-being
- To supervise and control pupils' entrance and exit to school premises throughout the lunch break including when pupils request to use the toilet or drinking fountains
- Proactively challenge any unknown visitors who may enter the school grounds or those who are not wearing a school issued ID badge and report any concerns immediately to the Lead Midday Supervisor
- Ensure that pupils who leave the school site have permission to do so and are accompanied by an appropriate adult
- Maintain a strong and approachable presence through appropriate and effective positioning that maximises sight and sound of pupils' play and activities across the entire area available to pupils
- Ensure boundaries and school rules are clearly understood and consistently applied for all pupils.

School Premises

- Supervise pupils throughout the school premises during the lunch period including in the hall, classrooms, stairs and through corridors, especially when they are not allowed outside because of inclement weather
- Ensure that, when classrooms are used during the lunch period because of inclement weather, pupils are quietly occupied and that classroom areas are left tidy and ready for subsequent activities
- Proactively check toilet areas regularly to ensure that they are clean and being used appropriately reporting any problems to the Lead Midday Supervisor.

Other Responsibilities & Requirements

- Be aware of and respond appropriately to any health and safety, Child Protection and Safeguarding issues raised by staff, children, families or the community
- Take part in training appropriate to the tasks required of a Midday Supervisory Assistant including but not limited to Health & Safety, First Aid, Safeguarding, Behaviour and Anti-Bullying
- Take part in any performance management arrangements made by the school
- Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties.

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the Headteacher and Postholder.