

## **JOB DESCRIPTION**

<b>POST:</b>	<b>Midday Supervisory Assistant (MSA)</b>
<b>GRADE:</b>	Grade B
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>JOB PURPOSE:</b>	Under the direction of the Headteacher, the postholder will be responsible for the safety, welfare and good behaviour of children during the midday lunch break.

## **MAIN RESPONSIBILITIES**

- The postholder will be required to exercise his/her skills and judgement to carry out the duties set out below:
- To be responsible for the behaviour of pupils during the lunch time period both indoors and outdoors, in accordance with the general practices of the school.
- Assist in preparing the layout of the tables in preparation for lunch including laying up tables.
- Supervise the pupils when they are in the dining room/classrooms eating lunch.
- Assist in clearing up the dining room after the lunch break including clearing any food and wrapping left on the tables and wiping the tables and sweeping the floor.
- To ensure that Health and Safety practices and procedures affecting pupils and supervisory staff are maintained including the reporting of accidents, action taken etc.
- To assist in ensuring that only authorised persons/pupils are on school premises during the lunch time period.
- To co-operate with staff working with pupils participating in lunchtime activities.
- Report to the Headteacher on the general conduct of pupils, incidents of unruly behaviour and any disciplinary action deemed necessary.
- To discharge other related duties or responsibilities as defined by the Headteacher.

**PERSON SPECIFICATION**

**JOB TITLE: Midday Supervisory Assistant**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• The Midday Supervisor should be able to recall the ways in which they have successfully managed children’s behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Child development and social interaction</li> <li>• Knowledge and understanding of the value of constructive play opportunities</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• The MSA should have experience of supervising children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children on a voluntary or paid basis.</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Talk to children and adults in a clear and calm manner;</li> <li>• Work as part of a group and on their own;</li> <li>• Encourage high standards of pupil behaviour at all times;</li> <li>• Respect confidential information;</li> <li>• Initiate games and activities appropriate to the age of the children;</li> </ul>	<ul style="list-style-type: none"> <li>• Recognise behaviour giving cause for concern, and inform teaching staff</li> <li>• Teach play activities to other MSA</li> <li>• Examine systems critically, and suggest ways of improving efficiency</li> </ul>
<p><b>Personal characteristics</b></p> <ul style="list-style-type: none"> <li>• Calm under pressure</li> <li>• Tolerant</li> <li>• Able to communicate well with staff and children</li> </ul>	<ul style="list-style-type: none"> <li>• Well organised</li> <li>• Creative</li> <li>• Resourceful</li> </ul>

Essential upon appointment	Desirable on appointment
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• None required</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes</li> <li>• Ability to use authority and maintaining discipline</li> <li>• An empathy for equality &amp; diversity</li> <li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li> </ul>	

