ELEVATE MULTI ACADEMY TRUST
Keep Up Not Catch Up™

JOB DESCRIPTION

POST: **Midday Supervisory Assistant (MSA)**

GRADE: Grade B3

RESPONSIBLE TO: Head Teacher

JOB PURPOSE: 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.

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PERSON SPECIFICATION

JOB TITLE: Midday Supervisory Assistant

Essential upon appointment	Desirable on appointment
Knowledge • The Midday Supervisor should be able to recall the ways in which they have successfully managed children's behaviour.	• Knowledge and understanding of Child development and social interaction • Knowledge and understanding of the value of constructive play opportunities
Experience • The MSA should have experience of supervising children	• Experience of working with children on a voluntary or paid basis.
Skills • Talk to children and adults in a clear and calm manner; • Work as part of a group and on their own; • Encourage high standards of pupil behaviour at all times; • Respect confidential information; • Initiate games and activities appropriate to the age of the children;	• Recognise behaviour giving cause for concern, and inform teaching staff • Teach play activities to other MSA • Examine systems critically, and suggest ways of improving efficiency
Personal characteristics • Calm under pressure • Tolerant • Able to communicate well with staff and children	• Well organised • Creative • Resourceful

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

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