



MSA and WAC JOB DESCRIPTIONS

MIDDAY SUPERVISOR ASSISTANT (MSA)

To carry out the role of Midday Supervisory Assistant (MSA), the main duties of the role will include:

- Supporting children in the hall while eating (e.g. opening packets, etc.)
- Supporting on the playground to ensure safe and enjoyable play for all children
- Supporting the tidying of the hall
- Assisting in the administration of first aid and completing accident forms
- Supervising a class for a short resettling period (5 minutes)
- Promoting responsible behaviour
- Encouraging independence and resilience

WRAPAROUND CARE ASSISTANT

To carry out the role of Wraparound Care Assistant (WAC Assistant – breakfast club), the main duties of the role will include:

- Ensuring the supervision, safety and safeguarding of children at all times
- Registering pupils in attendance (online)
- Preparing simple breakfasts (cereals, toast)
- Providing varied and stimulating activities
- Promoting excellent behaviour
- Establishing and maintaining positive relationships with parents and carers
- Administration of any first aid needs (training will be provided if needed)