

Job Description

Title of post	<i>Midday Supervisory Assistant (MSA)</i>
Salary	<i>Grade A/B SCP 2</i>
Hours of work	<i>Monday to Friday 11.30-1.30 10 hours per week TTO</i>
Line manager and responsible for reviews	<i>Headteacher</i>

Purpose of the Post

Willow Tree Primary school is looking to appoint a Midday Supervisory Assistant (MSA). The successful candidate will work alongside all members of staff to secure a caring and safe environment for pupils during lunchtime.

Willow Tree Primary school has recently been rated 'Good in all areas' by Ofsted. The school is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff joining Willow Tree Primary to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Willow Tree Primary is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

Willow Tree Primary is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Main Duties/Responsibilities

- Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break.
- Assist with the removal of food and equipment once pupils have eaten their lunch.
- Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.
- Assist in the implementation of appropriate behaviour management strategies as required.
- Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.
- Resolve minor disputes between pupils.

- Assist in the supervision of other activities during the midday break, including setting out and storing equipment

Communication

- Establish and maintain effective relationships with pupils, parents/carers and with other agencies/professionals
- Communicate effectively with all pupils, families, carers and other agencies / professionals
- Provide support and encouragement to children
- Resolve minor disputes between pupils following the school behaviour policy

Sharing information

- Share information confidentially about pupils with teachers and other professional as required
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Regularly check and respond to work emails
- Complete statutory training as required to build on skills and knowledge (agreed overtime)

Safeguarding and Promoting the Welfare of Children/Young People

- Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
- Work with colleagues and others to maintain health, safety and welfare within the working environment
- Supervise children in the canteen and on the playground

First aid

- Complete paediatric first aid training and when required, provide first aid to children during lunchtime
- Log/communicate all first aid incidents effectively to teachers/office/relevant professionals

Equalities

- Promote inclusion and acceptance of all pupils
- Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values

Supporting lunch service

- To work as part of a team monitoring pupils during the midday break to ensure a caring and safe environment.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.