**Midday Supervisory A Assistant**

**JOB DESCRIPTION**

**Job details**

|  |  |
| --- | --- |
| Salary range: | H2 |
| Hours: | 2 hours per day (to include 12.15 – 1.15pm) |
| Contract type: | Part time - 5 days per week  Fixed Term (to the end of the academic year initially) |
| Reporting to: | Head Teacher |

**Main purpose**

The MSA will:

* Ensure the safety and wellbeing of pupils during the lunch period

*N.B. The duties listed below are not an exhaustive list of requirements.*

**Key responsibilities**

* Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners
* Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.
* Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
* Setting out and storing equipment
* Encourage pupils to select and eat healthy balanced meals
* Provide a safe environment for pupils to play/socialize outside
* Encourage and teach children to play a variety of games
* Encourage children to be resilient and independent and follow the values of their school
* Ensure the behaviour system is followed and deal with incidents accordingly. Report to senior staff in line with the schools policy
* Provide first aid during the lunch period as required

**Health and Safety:**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school’s child protection policy
* Look after children who are upset or have had accidents

**Safeguarding:**

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school.