

BOXMOOR PRIMARY SCHOOL

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MIDDAY SUPERVISORY ASSISTANT (MSA)

GRADE: HB

1. PURPOSE OF YOUR JOB

- To begin duties promptly at 12noon
- To carry out duties as part of a team in the area of the school allocated by the Senior Midday Supervisory Assistant.
- To ensure that pupils under your direction are well behaved – giving consideration and respect to others and their surroundings and when moving around the dining hall and playground.
- To ensure, through observation and monitoring, that pupils are safe inside and outside the school building.
- To assist children whilst eating their meals – as the need arises – either dinner or sandwich eaters.
- To encourage positive play and activities both on the playground and indoors on wet days.
- To support and encourage the use of the playground equipment when the weather permits and to participate in these activities where the situation allows.
- To encourage positive behaviour during wet lunch breaks.
- To ensure that minor scrapes and injuries are quickly dealt with using the appropriate first aid.
- To ensure that **all** children who injure their head are seen by a qualified first aider.
- To deal on the spot with children who are disobedient, rude or unpleasant to others, adhering at all times to the school Behaviour Policy.
- To ensure that children play on the designated areas (weather conditions permitting)
- To highlight to the Deputy Headteacher areas of training or development that will support the efficiency and effectiveness of this role.

2. CONTACTS

- Supervisory Assistants and other teaching and support staff
- Pupils

- Catering staff

3. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in an environment where there are children and young people would be desirable but not necessary
- Knowledge of basic hygiene procedures.

4. PROBLEMS AND DECISIONS

- Sometimes troublesome behaviour from pupils in the dining room which is reported to the Senior Supervisory Assistant.
- Occasionally a child may feel unwell during lunch and need help, this child will be taken to the school office.

5. PHYSICAL EFFORT

Moving and carrying dining tables and chairs at the beginning and end of the shift.

6. WORKING ENVIRONMENT

This work is done indoors/outdoors and there are no really hazardous conditions.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.