



Ashwell Primary School

Shaping futures: Together we learn, care and grow

Midday Supervisory Assistant (MSA) – Job Description

Salary Scale:	HB
Contract Type:	Fixed-Term
Hours:	11:45am – 12:45pm - Part-time (Pro-rata) Term Time Only
Reports to:	Lead TA / SBM / Headteacher
Key Responsibilities:	To ensure the safety and wellbeing of pupils during the lunch period

Core Purpose of the Role and main duties:

- ✓ To develop good relationships with the children by interacting and encouraging good social skills.
- ✓ To consider the welfare of the children by providing first aid and pastoral care.
- ✓ To interact with the children, helping to organise, initiate and join in games and playground activities.
- ✓ To liaise with staff to communicate any playground issues.
- ✓ To maintain confidentiality, discussing any issues that you see or hear with the relevant school staff and not with parents or members of the public.
- ✓ To 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.
- ✓ To support setting out and storing equipment
- ✓ Provide a safe environment for pupils to play/socialise outside
- ✓ 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

Responsibilities may also include any of the following:

- Prepare the layout of the tables in preparation for lunch including laying up tables
- 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.

The main areas of responsibility may occasionally vary and staff should be prepared to take on additional responsibilities from time to time.

Knowledge, experience and training

- Experience of working with children (desirable)
- Knowledge of Health and Safety (desirable)
- Level 1 Safeguarding / Awareness of keeping children safe (desirable)
- Understanding of the Schools Ethos, Vision and Values (desirable)
- First Aid certificate (desirable)

Competencies

- Good communication skills
- Ability to work as part of a team
- Ability to listen and empathise with children
- Confidentiality and sensitivity
- Ability to use own initiative
- Punctual and reliable

All necessary training will be given

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.