



MIDDAY SUPERVISORY ASSISTANT

JOB DESCRIPTION

Reporting to:	Head Teacher, MSA Leads
Hours per week:	8.75 hours per week
Hours per day:	Monday to Friday 11:30am-1:15PM
Location:	Camps Hill Primary School
Contract:	38 weeks Term time only

Job Title: Midday Supervisory Assistant

A Midday Supervisory Assistant will work as part of a team to perform a variety of regular and one-off duties as directed by their supervisor/line manager. They will support children to make the most of time away from their class-based learning by implementing high-quality play opportunities that enhance health, happiness and resilience, and improve behaviour and engagement upon return to the classroom via the Opal play initiative.

Main Responsibilities:

- Engage all pupils in play at lunchtime and help them to build social skills and relationships
- Ensure the safety and wellbeing of pupils during the lunch period and to support children's learning and development through play.
- Prepare the layout of the tables in preparation for lunch including laying up tables
- Supervise the pupils the dining room eating lunch, encouraging good social skills and manners
- Encourage pupils to select and eat healthy balanced meals
- Setting out and storing play equipment
- 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
- 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.
- Provide a safe environment for pupils to play/socialise outside
- Ensure Health & Safety, quality and general procedures are met to standards and school objectives
- To adhere to any workplace or site-specific risk assessments and action where appropriate
- Ensure the behaviour policy is followed consistently and incidents managed accordingly
- Provide first aid during the lunch period as required
- Follow safeguarding procedures and promote the welfare of children and young people in all aspects of your role.

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.



PERSON SPECIFICATION

Spec	Essential	Desirable
Experience	<ul style="list-style-type: none"> • good communication skills • attend training on attachment and school behaviour policy and incorporate these approaches into everyday practice 	<ul style="list-style-type: none"> • First Aid • Level 1 Safeguarding
Professional Values	<ul style="list-style-type: none"> • wish to work within a School and be committed to the school's ethos and values • establish and maintain good professional relationships with pupils, parents and colleagues across the Trust 	
Knowledge and understanding	<ul style="list-style-type: none"> • understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion 	
Skills	<ul style="list-style-type: none"> • establish and develop positive appropriate relationships with parents and governors • communicate effectively at all levels e.g. pupils, staff, parents, visitors • promote a positive working environment • be able to work and stay calm under pressure 	
Personal characteristics	<ul style="list-style-type: none"> • smiley and kind • punctual • approachable and empathetic • see challenges not problems • honest • reliable attendance 	
Special requirements	<ul style="list-style-type: none"> • ability to join in school events to make children's learning fun • will be required to undergo an Enhanced Criminal Records Bureau disclosure check 	

Last Updated	19/07/2024
Version No	1.3

