

## **Hillshott Infant School and Nursery**

### **Job Description for Midday Supervisor Assistant (MSA)**

Hours: 11.45am – 1.15pm Monday – Friday term time only

Grade: H1

Purpose of the role: To support the Lead Midday Supervisor (LMS) in supervising approximately 180 pupils who remain on the school premises during the midday break.

#### **Responsibilities:**

1. Supervision of pupils to ensure the smooth running of lunchtime sessions.
2. Cleaning of the site in an effective and efficient manner to ensure the area is ready for afternoon learning.
3. Ensure the safety, welfare and conduct of pupils and others on the school site during the midday break, as directed by the LMS.
4. In the case of pupil accident or illness;
  - Ensure appropriate first aid care is administered
  - Notify the Office of any serious incidents so appropriate contact can be made with parents
  - Ensure that the Accident Book is correctly completed
5. Deal with pupil behaviour matters according to school's behaviour policy and where appropriate liaise with relevant members of teaching staff.
6. Due regard for safeguarding and promoting the welfare of children and young people by following the child protection procedures and safeguarding policy adopted by Hillshott.

#### **Administration:**

- Oversee the discipline, safety and welfare of pupils, dealing with disciplinary matters of pupils according to rules and policies laid down by the school
- Attend appropriate team meetings as required by the LSM
- Prepare suitable play equipment and / or activities for the children during normal and wet lunchtimes
- Such other appropriate duties as may be requested by the LSM to ensure the smooth functioning of the school during the lunch break

#### **Liaison with**

- The Catering Team
- Teaching Staff regarding lunchtime issues as appropriate
- The MSA team including Teaching Assistants who undertake lunch time duties
- The Office to understand allergy / dietary / faith menu choices for each pupil

#### **Staff Hours of Work**

The MSA will be employed for the period of the school midday break and such additional time as required to complete their duties. This includes necessary training and meetings

#### **Training**

MSAs will be required to undertake such training as may be specified by the school from time to time

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