



Manor Fields Primary School



## JOB DESCRIPTION

<b>Job title:</b>	Midday Supervisory Assistant (MSA)
<b>Reports to:</b>	Senior Midday Supervisor
<b>Contract Type:</b>	Variable Hours
<b>Location:</b>	Manor Fields Primary School
<b>Date:</b>	November 2022

### Main Purpose of the Role

The main purpose of a Midday Supervisory Assistant is to ensure the safety and welfare of all pupils on the school site during the mid-day break (i.e. from the end of the morning session until the start of the afternoon session). To communicate high expectations of behaviour of pupils at lunchtime.

### Duties and Responsibilities

- To supervise pupils remaining on the premises at lunchtimes, in all areas of the school including classrooms, playgrounds, playing fields and the dining areas, in accordance with the instructions of the Headteacher, Deputy or Assistant Headteachers
- To supervise the movement of pupils to and from the dining areas and the conduct of queues waiting to enter the dining areas
- To supervise the pupils when they are in the dining areas eating lunch
- To clear away any food left on surfaces, wipe the tables and stack furniture as required
- To maintain an acceptable standard of conduct and discipline amongst pupils, ensuring that all appropriate school regulations are complied with and reporting serious breaches of discipline or persistent unruly behaviour to the Headteacher, Deputy Head or Assistant Headteachers
- Occasionally a child may feel unwell during lunch and will need help
- To ensure that all pupils return to the care of their teachers at the end of the lunchtime period
- To carry out other duties connected with the supervision of pupils during this period as instructed by the Headteacher, Deputy or Assistant Headteachers

## **Safeguarding**

- Be responsible for promoting and safeguarding the welfare of children and young people within the school raising any concerns about pupils, staff, or other people connected to the school following school policy, protocol, and procedures.
- Safeguarding training will be required every three years

# **PERSON SPECIFICATION**

## **Experience**

- Experience of working in an environment where there are children and young people would be desirable but not essential
- Knowledge of basic hygiene procedures
- Some basic first aid knowledge

## **Skills and Abilities**

- Effective communication skills
- Calm under pressure
- Sensitive, caring and responsive to the needs of young people
- Flexible and adaptable to the needs of the role

## **Other Requirements**

- A commitment to safeguarding children
- A commitment to the school's mission and vision and
- Strives for the highest possible standards at all times
- Resilient and positive and willing to go the extra mile
- A willingness to make a positive contribution to the school community

This job description is not intended to be a comprehensive definition of a post. It may be subject to modification or amendment, in consultation with the post holder, to meet the changing needs of the school.