



JOB DESCRIPTION

JOB TITLE: Midday Supervisory Assistant (MSA)

POST CLOSING DATE: 04/04/22

REPORTS TO (Job Title): SLT

INTERVIEW DATE: (For shortlisted candidates)

06/04/22 lunchtime & afternoon

1. Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

2. Duties and responsibilities

Supervision

- Supervise pupils in in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feed back any concerns to class teachers

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feed back concerns relating to pupils' health and safety to a senior member of staff

	<p>Behaviour</p> <ul style="list-style-type: none"> - Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy - Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy - Make sure children tidy up after themselves in the lunch area and when using play resources/equipment - Follow any directions from class teachers on supporting specific pupils with challenging behaviour <p>Play</p> <ul style="list-style-type: none"> - Organise play activities to encourage pupils to play and make use of play equipment - Offer educational instruction where needed to help pupils to share play equipment - Help to resolve issues between pupils during play activities <p>Safeguarding</p> <ul style="list-style-type: none"> - Make sure pupils remain on the school premises during the midday break - Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands Set duties but due to the nature of the post it may require creativity for managing everyday situations and awareness of when to involve other relevant parties. Deadlines are predictable. Effective and efficient organisation to guide pupils through the dining process in a short period of time. There is a need for the post holder to have good levels of concentration and remain focused as situations may develop at any point.</p> <p>Physical demands Physical demands due to the nature of the post, e.g. putting away stacks of chairs and tables.</p> <p>Working conditions Where outside work is involved this can be in inclement weather.</p> <p>Work context Occasionally subjected to bad language and aggressive behaviour. Work within the schools Health & Safety, and Manual Handling procedures, attending training as required.</p>