

Job Description: Midday Supervisory Assistant (MSA)

Grade: H2.3 – H2.5, dependent on experience (£24,027 - £24,790 FTE)

Hours: 6.25 hours per week, term time only (Monday – Friday 12.00 – 13.15)

Reports to: Deputy Headteacher

Job Purpose:

To ensure the safety, welfare, and good conduct of pupils during the lunchtime break, both in the dining areas and on the playground, promoting positive behaviour and supporting pupils' well-being.

Key Responsibilities:

- Supervise pupils in the dining hall, ensuring orderly behaviour, assisting younger children with meals, and encouraging good table manners.
- Monitor and supervise pupils during outdoor or indoor play, engaging them in positive activities where appropriate.
- Encourage safe and fair play, intervening calmly and appropriately in cases of disputes or misbehaviour.
- Support the school's behaviour and safeguarding policies, reporting any concerns to the appropriate staff.
- Deal with minor first aid incidents (if trained) and refer more serious incidents to the appropriate member of staff.
- Ensure the dining and play areas are left clean and tidy, and report any issues or hazards to the Caretaker or School Business Manager.
- Assist with supervising pupils during wet breaktimes in classrooms, ensuring a calm and safe environment.

Person Specification:

Essential:

- Enjoy working with children and supporting their well-being.
- Good communication skills and a calm, caring approach.
- Ability to work effectively as part of a team.
- Awareness of safeguarding and child protection procedures (training will be provided).

Desirable:

- Previous experience working with children in a school or similar environment.
- Basic first aid training.
- Understanding of positive behaviour management strategies.