

Job Description

Job Title:	Midday Supervisory Assistant (MSA)
Grade:	HB 1
Responsible to:	Headteacher / Assistant Head for Inclusion Senior MSAs

1. Purpose of your role

- Responsible for the safety, welfare and conduct of pupils during lunchtimes, in classrooms, dining room, playground and when moving from one area of the school to another
- Preparing the dining room for school lunches and clearing away afterwards

2. Main areas of responsibility

- Communicate effectively with all staff and pupils promoting professional relationships
- Work as part of a team to ensure that the school lunch breaks start and finish on time
- Supervise pupils whilst they eat lunch, either on the playground or inside the school during inclement weather
- Supervise students going to and from the dining hall
- Collect children from the classroom, playground or classroom on time and bring them into the dining hall in an orderly manner
- Encourage children to eat healthily, develop good eating habits and promote positive interactions
- Support children whilst in the dining hall, reinforcing the proper use of cutlery and assisting younger pupils as required
- Clear up the dining room during and after the lunch break including clearing any food left on tables and wiping the tables and chair
- Monitor pupils and ensure no child is in the building unsupervised
- Ensure children remain within a safe environment and are able to play safely
- Actively encourage pupils to cooperate and play together
- To lead play in the playground or during 'wet lunchtime' by initiating and leading games with the children and encouraging cooperative behaviour
- Set suitable and encourage pro-social behaviours standards in line with the school behaviour policy
- To manage behaviour issues in a calm and positive manner and implement them in line with the school Valued Behaviour policy
- Assist in dealing with playground incidents in accordance with the school Pro Social Behaviour policy, communicating details to the Class Teacher or Senior MSA as appropriate
- Carry out basic first aid as required (including sickness). For more serious cases, ensure that one of the named First Aiders is called and the Senior MSA is informed

- Ensure that all incidents requiring first aid are communicated and recorded appropriately and in line with school's procedures and policies
- Report any concerns, details of incidents and accidents immediately to the Senior MSA and/or the Class Teacher as appropriate
- Be familiar with and maintain up-to-date knowledge of the school's Child Protection Policy and safeguarding procedures
- Maintain confidentiality at all times
- Attend termly review meetings, staff meetings or training when required (these may be out of your working hours)
- Take on roles and responsibilities as directed by your Line Manager or the Headteacher

3. Supervision

- Senior MSAs
- Leadership/Inclusion Hub

4. Equalities

- Ensure all children have equality of access to opportunities to learn and develop
- Be aware of and support difference and ensure that the school's equalities and diversity policies are followed
- Carry out their duties with full regard to the Council's Equal Opportunities Policies, including Hertfordshire County Council's Policies 'Putting People First'

5. Health and Safety

- Be aware of and comply with policies and procedures relating to safeguarding children, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- Take responsible care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work

6. Disclosing and Barring System

- 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

7. Additional Information

- This role will be reviewed annually as part of the Performance Management process. 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
- If appointed this contract is subject to a 26-week probationary period as determined by HCC since 1st October 2011