



Agora Learning Partnership

Midday Supervisory Assistant (MSA)

Job Description

This job description may be varied at any appropriate time, following a period of consultation with the employee. It may also be reviewed annually in conjunction with the appraisal process and planning for the next academic year.

Grade	HA.2
Line manager	Headteacher
Responsible to	Headteacher
Location	The Grange Academy

Core Purpose of the Role:

The Midday Supervisory Assistant will:

Support the school in ensuring pupils are safe, happy and engaged during the lunchtime period by supervising them in the dining hall, playground and other designated areas. They will foster positive social interaction, model good behaviour and uphold the school's values and safeguarding standards.

Duties and Responsibilities – Specific:

Focus Area	The Midday Supervisory Assistant will:
Support for Pupils	<ul style="list-style-type: none"> Supervise pupils in the dining room, playground and other areas during the midday break. Promote inclusion, positive play, resilience and independence. Encourage healthy eating habits and good table manners. Build positive relationships with children, responding to their needs with care and sensitivity. Deal promptly and fairly with incidents of poor behaviour in line with the school's behaviour policy. Provide basic first aid and pastoral care during the lunch period as required.
Support for School	<ul style="list-style-type: none"> Set up and put away lunchtime/play equipment safely. Monitor and encourage pupils' participation in structured games and activities. Ensure the health, safety and welfare of pupils, having regard to individual needs. Communicate promptly with senior staff regarding incidents or concerns, including safeguarding. Promote and model the school's ethos, values and Learning for Life principles. Support whole-school initiatives such as eco-friendly practices and inclusion projects during lunchtime. Participate in training and review sessions, including safeguarding, first aid and play training as required.

Duties and Responsibilities – General:

The Midday Supervisory Assistant will:

- Contribute positively to creating a productive and happy working environment.
- Work effectively with colleagues, taking responsibility for promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Uphold the ethos of the Trust.
- Assist in achieving the Trust's vision and aims.
- Participate in meetings and training relevant to the role.
- Take responsibility for their own professional development and appraisal process.

- Adhere to all Trust-wide policies and procedures, including safeguarding.
- Maintain confidentiality at all times.
- Undertake any other duties of a similar level and responsibility as required by the Headteacher or CEO.