Job Description
Midday Supervisory Assistant

Title:	Midday Supervisory Assistant (MSA)
Accountability:	The post-holder will be responsible to the Head Teacher & Office Manager
Responsibility:	To ensure the safety and well being of pupils during the lunch period
Location:	Goldfield Infants' and Nursery School
Hours:	11.30-1.30
	3-5 days per week, to be agreed. Term-time only
Contract Type:	Fixed Term
Salary:	HB

Main Purpose

To ensure the safety and wellbeing of pupils during the lunch period

Key Responsibilities

- Prepare the layout of the tables in preparation for lunch including laying up tables
- Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor
- To supervise the movement of pupils to and from the dining room and the conduct of any children lining up waiting to enter the dining room
- Work with small groups of children and also children on a 1:1 basis both while they are eating and also during lunchtime play
- To ensure the children are returned to the care of their teacher at the end of the lunchtime period and share information about their behaviour.
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the lunch break, having regard to special or additional needs.
- Setting out and storing equipment
- Provide care for the pupils, setting out resources and taking part in activities
- Encourage pupils to select and eat healthy balanced meals
- Provide a safe environment for pupils to play/socialize outside
- Encourage children to be resilient and independent and follow the values of their school
- Ensure the behaviour system is followed and deal with incidents accordingly. Report to senior staff in line with the schools policy
- Provide first aid during the lunch period as required

Knowledge	**Competencies**
Health and Safety Level 1 Safeguarding (desirable) – awareness of Keeping Children Safe Understanding of school's Thos, Vision and Values Manual Handling First Aid (desirable)	Communication Team working Active Listening Sensitivity Initiative

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.

This role will be reviewed annually as part of the PMD 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.