Wymondley JMI School

Job Title: 1:1 SEN Support Midday Supervisory Assistant (MSA)
Pay Grade: H2

Purpose of the Role

To work on a 1:1 basis supporting the social, emotional, sensory, communication, and developmental needs of an identified pupil with Special Educational Needs (SEN) during the midday break. This role strongly incorporates Learning Support Assistant (LSA) aspects—including delivering targeted individual support, managing sensory and emotional needs, and implementing personalised strategies—alongside core Midday Supervisory Assistant responsibilities. A key priority of this post is leading play and modelling positive communication and interaction to encourage peer inclusion and social development.

Key Responsibilities

1:1 Support & LSA Focus

- Model positive communication, interaction, and social behaviours, helping the pupil engage positively with peers.
- Lead, facilitate, and adapt structured playground games and play activities tailored to the pupil's interests and developmental targets.
- Support the pupil in their social, emotional, and communication well-being, applying positive behaviour strategies and de-escalation techniques aligned with school policy.
- Assist with the pupil's sensory needs during lunchtime, including facilitating quiet breaks or sensory activities as required.
- Work collaboratively with class teachers, the SENCo, and senior leadership, providing feedback on the pupil's progress, behaviour, and interactions.
- Attend to the pupil's personal needs, including hygiene, eating, and healthcare matters, physically assisting where necessary.

Lunchtime Supervision & MSA Duties

- Supervise the pupil in the dining hall, encouraging good social skills, table manners, and independence while eating.
- Assist with dining room organisation and routines where needed to ensure a calm, safe environment for the pupil.
- Provide active supervision across playground and indoor spaces to maintain the health, safety, welfare, and safeguarding of the pupil and others.

- Administer first aid or execute agreed medical support plans following appropriate training and guidance.

Knowledge and Competencies

- **Knowledge:** Keeping Children Safe in Education awareness; understanding of SEN strategies, communication tools, and sensory processing needs; basic Health & Safety knowledge (full training will be provided).
- **Competencies:** Excellent communication and active listening skills; patience, sensitivity, and resilience; initiative in leading play and active engagement; strong teamwork and collaborative capabilities.

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.

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

Wymondley JMI School is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.