



Saffron Green Primary School

Job Description – Midday Supervisory Assistant

Job details

Grade: HA-2

Salary: £23,656 (pro-rata)

Hours per week: 10 (11.30am – 1.30pm)

Contract type: Part-time - Permanent

Reporting to: Deputy Headteacher/Headteacher

Main purpose

The MSA will be part of a team that supervises pupils during lunchtime to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and report any concerns to the class teacher

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clear up dining room including any food or wrapping left on the tables, wiping down tables, chairs and sweeping the floor.

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy



- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Safeguarding

- Make sure pupils remain on the school premises during the lunch break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

This job description may be amended at any time after discussion with you but in any case will be reviewed in September of each academic year.

Person specification

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on how well the candidate meets the requirements of the person specification in the job application.

Essential requirements:

Qualifications and experience

- First aid training (or willingness to complete it)

Experience

- Working with children or young people (desirable)
- Working within a team

Skills, knowledge and abilities

- Ability to respond quickly and effectively to issues that arise
- Ability to use own initiative and take action accordingly
- Effective communication with adults and children
- Ability to follow instructions from senior team members
- Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies
- Ability to build effective working relationships with colleagues



Personal qualities

- Commitment to supporting and understanding pupil needs
- Uphold and promote the ethos and values of the school
- Maintain confidentiality at all times
- Commitment to safeguarding, equality, diversity and inclusion