



## **MSA - Job Description**

<b>POST:</b>	Midday Supervisory Assistant.
<b>ROLE PURPOSE</b>	To supervise pupils during the lunchtime session, and ensure that any pupils' problems are resolved or referred to an appropriate level of leadership.
<b>AIMS:</b>	To work as part of a team to assist the Senior Lunchtime Supervisor with the supervision and pastoral care of children during the lunchtime session.
<b>STATUS:</b>	Sessional hourly paid with holiday and day closure retainer. Attendance at 5 hours of training per annum.
<b>RESPONSIBLE TO:</b>	Senior Lunchtime Supervisor and Deputy Head Teacher.
<b>RESPONSIBLE FOR:</b>	Specific supervision of activities and all children as appropriate in the playground, the hall and other parts of the school premises.
<b>PURPOSE:</b>	In accordance with school policies and procedures and under the direction of Senior Lunchtime Supervisor to supervise all the activities of such children as partake of the school meal or consume their own packed lunch during the lunchtime session.

### **DUTIES AND RESPONSIBILITIES:**

It is the responsibility of the Midday Supervisory Assistants to work together as a team to ensure the smooth efficient running of the lunchtime session.

It is the duty of all staff to treat children with respect in accordance with Ringwood Junior School's behaviour policy and to use the school's agreed rules and procedures for dealing with good and poor behaviour.

All staff must ensure children are treated equally and fairly regardless of their race, gender, social background or any mental or physical disability. All incidents of racism or bullying should be reported to the Deputy or Headteacher.

All staff must be mindful of child protection issues. It is the responsibility of all staff

to report any concerns. If at any time a child discloses information which is sensitive it should be reported immediately to the school's designated safeguarding leader – Mrs C Thornton, Deputy Head or Headteacher.

Midday Supervisory assistants are expected to promote a positive image of the school at all times.

Midday Supervisory assistants may be deployed to any area of the school as deemed appropriate by the Senior Supervisor.

## **ACCOUNTABILITES**

### **Pupil supervision**

- To be aware of the need for a safe and healthy environment, ensuring that all enquiries relating to children are dealt with through the school safety procedures.
- To record all accidents in the Accident book.
- To take over direct control from class teacher at commencement of lunchtime session.
- To supervise children in classrooms, corridors, cloakrooms, toilets, dining room or hall.
- To ensure controlled movements of groups of pupils around the school through the formation of lines in corridors, classrooms and dining areas.
- To supervise children's conduct and manners during the meal.
- To supervise pupils in the playground and courtyard by:-
  - a) overseeing the area to keep children in view
  - b) taking positive steps to prevent straying, absconding, fighting, bullying, climbing, offensive language, depositing litter and any forms of anti-social behaviour or dangerous play
  - c) recognising when intervention is required and to act appropriately
  - d) advising the Senior Supervisor in extreme cases and requesting support e.g. absconders should be reported immediately.
- To utilise lunchtime behaviour LSA's support as required.
- To supervise children's recreation time indoors during inclement weather.
- To ensure children are suitably occupied during wet play and that they remain in their own classrooms.
- To ensure pupil hygiene through the washing of hands and toileting.
- To deal with basic first-aid requirements (grazes etc.).
- To ensure full confidentiality is maintained beyond the school premises.
- To encourage children to use the playground games and play equipment provided.
- To interact with children in their play to promote social development.
- To assist with problems arising out of pupil issues.
- To have a general regard for the appearance of the school property and environment and encourage pupils to do likewise.
- To ensure that children are appropriately clothed for the season. e.g. coats in winter, sunhats in summer.
- To be positive! Reward good behaviour through the use of Achievement Stickers and housepoints.

## **Supervision of eating activities (Dining Hall and other areas)**

- To assist pupils with food consumption (i.e. cutting food where necessary).
- To aid children with the opening of cartons/pots of food.
- To clean spillage and surfaces.
- To supervise the disposal of foodstuffs.
- To monitor the intake of food.
- To ensure classroom tables are cleansed prior to food being consumed.
- To assist pupils with the correct usage of cutlery.
- To encourage children to develop an acceptable standard of table manners.
- To ensure pupils observe common courtesies – “Please” and “Thank you”.
- To ensure children queue in an orderly manner.
- To encourage children to eat a complete meal.
- To liaise with kitchen staff on issues relating to food.
- To oversee the stacking of chairs at the end of the meal.

### **Organisation - for and during the job**

Punctual attendance.

Insistence on correct titles and forms of address from the pupils e.g. Mrs, Mr, Miss.

Overalls should be worn to cover own clothes.

Shoes should be sensible and non-slip.

Regular liaison with Senior Supervisor.

Endeavour to know names of children and any special characteristics affecting their well-being, including any specific medical problems (see photographs and specific notes in the medical room and staffroom).

Acquaintance with school norms and acceptable standards of behaviour.

Knowledge of school emergency procedures especially in the case of accidental injury or fire.

Work to rota drawn up by Senior Supervisor and Deputy Head.

### **Limits of Authority**

- (a) All Midday Supervisory Staff should work with regard to the School's Behaviour Policy and Procedures (including Anti-Bullying). A copy is available in the School Medical Room for the use of Midday Supervisory staff.
- (b) Ensuring confidentiality through no direct written or oral contact with parents except to receive and transmit simple messages or act in an emergency.
- (c) All matters regarding the organisation of the meal and any complaints should be referred directly to the Senior Supervisor.
- (d) No access to the kitchen without the cook's permission.

This job description will be reviewed annually as part of the cycle of Performance Management.