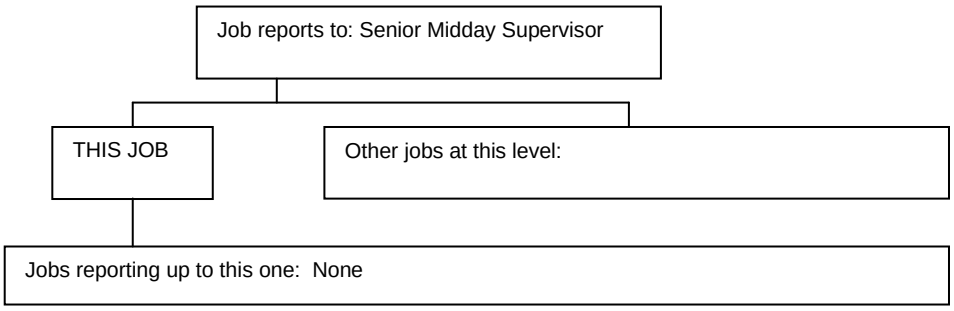
JOB DESCRIPTION

DIRECTORATE: Learning, Culture & Children's Services	**DEPARTMENT:** Education
JOB TITLE: **Midday Supervisory Assistant (MSA)**	**POST NUMBER:**
REPORTS TO (Job Title)**:** Headteacher	**Current Grade** MSA

1.	**MAIN PURPOSE OF JOB** To supervise, control and report the behaviour of pupils during the lunchtime break and to maintain a calm environment in the dining room.	
2.	**CORE RESPONSIBILITIES, TASKS & DUTIES:**	
	i.	To check that the dining room is ready for lunch service. If required, prepare layout of tables in preparation for lunch including setting the tables.
	ii.	Organise dinner queue and entrance of pupils into dining hall and from the dining hall to playground, ensuing good behaviour and a calm atmosphere. Check passes for early lunches. Dealing with any bullying/fighting/inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher/Senior Midday Supervisor according to the severity of incident.
	iii.	Where required, to assist with the collection of dinner money and/or the completion of records/registers of children dining. To monitor that where payment is required for lunch it is made.
	iv.	Ensure that pupils follow dining room rules and tidy/clear up in a satisfactory manner, where appropriate reporting any inappropriate or persistent behaviour to SMSA or teacher.
	v.	Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation.
	vi.	Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather.

	vii.	Direction of pupils to the playground and supervision of their activities and behaviour ensuring their safety and well being, providing emotional support where necessary. Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games. Discouraging any dangerous activities.
	viii.	Dealing with unacceptable or challenging behaviour under the direction of guidelines in operation at the school. Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/SMSA.
	ix.	Locking and securing classrooms which contain personal belongings of staff and pupils. Checking toilet areas regularly for signs of pupils smoking/vandalism, blockages of toilets/water basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaking staff.
	x.	To be observant to adults around the perimeter or entering the play areas and reporting any potentially suspicious behaviour/observations.
	xi.	To provide brief verbal reports on any issues that need following up or referring to teaching staff.
	xii.	Be aware of cultural differences between pupils, dealing with any incidents of racism and sexism in accordance with agreed procedures.
3.	**SUPERVISION / MANAGEMENT OF PEOPLE** No staff responsibilities but the post holder is required to supervise, control and report pupils' behaviour.	
4.	**CREATIVITY & INNOVATION** Set duties but due to the nature of the post it may require creativity for managing everyday situations and awareness of when to involve other relevant parties.	
5.	**CONTACTS & RELATIONSHIPS** • **Internal** Interacts with pupils (supporting them or maintaining discipline), teaching staff (reporting incidents and providing information) and catering staff (supporting their service and maintaining discipline in the dining room). When dealing with pupils, it may be necessary for the post holder to vary their style and approach to suit individual circumstances. Contact is always face to face. • **External** Parents/Carers.	
6.	**DECISIONS – discretion & consequences** Majority of decisions require judgement and assessment of situation to decide on the best course of action.	
7.	**RESOURCES – financial & equipment** *(Not budget, and not including desktop equipment.)* Description Value Varies in individual schools, may include play equipment etc.	

8.	**WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** **Work demands** Set duties but due to the nature of the post it may require creativity for managing everyday situations and awareness of when to involve other relevant parties. Deadlines are predictable. Effective and efficient organisation to guide pupils through the dining process in a short period of time. There is a need for the post holder to have good levels of concentration and remain focused as situations may develop at any point. **Physical demands** Physical demands due to the nature of the post. **Working conditions** Where outside work is involved this can be in inclement weather. **Work context** Occasionally subjected to bad language and aggressive behaviour. Work within the schools Health & Safety, and Manual Handling procedures, attending training as required.
9.	**KNOWLEDGE & SKILLS** The post holder needs to have: • Effective communication skills • A caring attitude • Tact and sensitivity • Observational skills • An approachable style • Thorough knowledge of the school's policies, procedures and protocols • Ability to work effectively as part of a team and to apply given instructions • Ability to react calmly and quickly in an emergency.
10.	**Position of Job in Organisation Structure** 

Job Description agreed by:	**Name:**	**Signature:**	**Date:**
Job Holder			
Manager			