

Agora Learning Partnership
Job Description:
Midday Supervisory Assistant



This job description is subject to review and amendment through annual negotiation as the role develops in scope.

Salary	H2
Line manager	Headship team
Responsible to	Headship team
Location	Creswick Academy

Core Purpose of the Post:

The MSA will:

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

Duties and Responsibilities – Specific:

The MSA will:

- Prepare the layout of the tables in preparation for lunch.
- 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.
- **Supervise the pupils whilst at play during lunchtime.**
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Setting out and storing equipment.
- 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 behavior policy is followed and deal with incidents accordingly.
- Provide first aid during the lunch period as required.

Duties and Responsibilities – General:

The MSA will:

- Uphold the ethos of the Trust
- Actively assist in achieving the Trust’s vision and aims
- Actively support the implementation of the Trust’s strategic plans
- Establish and maintain professional and effective working relationships
- Contribute positively to creating a productive and happy working environment
- Work effectively with colleagues as a member of the team, taking individual and collective responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Participate as required in meetings and training with colleagues in respect of duties and responsibilities of the post
- Take responsibility for their own professional development and play a full and active part in the appraisal process

- Adhere to all Trust policies and procedures, including those pertaining to:
 - Child protection and safeguarding (and be pro-active and professional with regards to all child protection-related matters)
 - Finance
 - Health and safety
 - Data Protection
 - Equality, ensuring that all stake holders are treated fairly and equally
- Maintain confidentiality at all times in respect of Trust related matters and prevent disclosure of confidential and sensitive information
- Undertake any other duties of a similar level and responsibility as may be required by the Headteacher

Agora Learning Partnership
Person Specification: ***

***School Logo



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 LEARNING
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Requirements of the Post	Essential	Preferred	Source
Qualifications			
Experience			
Knowledge			
Ability			
Personal Qualities and Attributes			