



Job Description

Role:	MSA
Salary/ Grade:	Scale C point 3; Pro rata actual salary £3,729.92 per annum
Hours:	6.67 per week, Start time at 11:50am and finish time at 1:10pm, term time only.
Location:	St Mary's Roman Catholic Primary School, Lowestoft
Responsible to:	Head of School
Line manager:	Senior Teacher
Liaising with:	Teaching staff, support staff, admin team, DSL team, parents and outside agencies when relevant.
Purpose:	Supervise and ensure the safety and well-being of pupils during the lunchtime period. Work under the general direction of the Senior MSA (SMSA), members of the senior leadership team and lunchtime duty teachers

Main duties

Main duties	
Duties and responsibilities	<ul style="list-style-type: none"> ● To promote a calm, orderly and friendly atmosphere in the dining hall. ● To encourage the children to socialise in an appropriate way whilst eating their meal, encouraging good manners and quiet appropriate conversation. ● To encourage the children to clear their own plates and stack both plates and cutlery as agreed by the school. ● To encourage the children to play games in a positive spirit, so that they are able to do so without adult supervision. ● To manage the equipment used for such games effectively. ● To build up a bank of wet weather activities which can be used in the classes when the weather prevents the children from going outside. ● To encourage good behaviour through the implementation of the school's Behaviour Policy. ● To attend appropriate professional development sessions, where relevant. ● Attend to minor accidents or to pupils who become ill ● Report to class teachers and SLT if accident occurs or if pupil falls ill

	<ul style="list-style-type: none">● Monitor pupil behaviour, intervening as necessary in accordance with the school's behaviour policy, using positive praise and de-escalations techniques To promote a calm, orderly and friendly atmosphere on the playground.● To encourage pupils to play together in a spirit of co-operation and harmony in the playground (or in the classroom if wet weather).● To encourage the children to play games by introducing them to and teaching them how to play a range of different games and engage in a variety of activities.● To encourage the children to engage in games/activities they have devised themselves.● Report any incidents to be logged on CPoms● Clear up and clean dining room at the end of lunch time● Attend MSA meetings and any relevant training
Qualifications and skills	<p>Literacy skills to be able to understand school policies and</p> <ul style="list-style-type: none">● complete accident/ medical form book● Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, staff code of conduct, confidentiality and other school rules● Be aware of the particular needs of the pupils and use individual learning plans for pupils who require individualised approach● First Aid trained, including buccal, epipen and asthma