



Name:

Midday Supervisory Assistant Job Description

Pirton School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job title: Midday Supervisory Assistant (MSA)

Main Duties and Responsibilities

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. To receive any instructions with regard to duties.
3. To monitor the behaviour of pupils pre-empting possible anti-social behaviour and through positive intervention reporting any incidents as appropriate.
4. To ensure the safety and well being of children, providing emotional support where necessary.
5. To arrange and supervise appropriate activities.
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall

7. To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any inappropriate behaviour that may occur in accordance with the school's behaviour policy.
8. To encourage all pupils to eat but, especially those with special needs or disabilities and to assist children with cutting of food, pouring of water etc. where necessary.
9. To encourage social skills and good table manners, ensuring safety with knives and forks.
10. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

11. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
12. To engage children, by organising and supervising games and activities and encouraging participation in them.

School Premises

13. To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
14. To check toilet areas regularly to ensure that they are being used appropriately.

Additional Duties

- Take part in training appropriate to the job of midday supervisor.
- To attend midday supervisor staff meetings.
- Take part in any appraisal arrangement made by the school.
- Undertake any other duties consistent with the purpose of the job.

The MSA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the MSA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Last review date: September 2025

Next review date: September 2026

Signed by postholder:

Date:

Signed by Headteacher:

Date: