

## **St Mary's CE Academy, Stotfold**

<b>JOB TITLE:</b>	Midday Supervisory Assistant
<b>HOURS OF WORK:</b>	Variable
<b>RESPONSIBLE TO:</b>	Senior Midday Supervisor and the Headteacher
<b>PURPOSE OF JOB:</b>	To be responsible during the midday break, for the safety, general welfare and proper conduct of pupils.

### **Overview**

Each Midday Supervisor will be allocated areas and children for whom (s)he will be responsible each day. This could vary from week to week and on a rota basis. Although the area will be divided so that each supervisory assistant looks after a specific group or area, s(he) must be flexible and prepared to accept variations and to cover other areas if there is an emergency or another MSA is away.

The main areas of work responsibility will be the dining area and playground or areas of the school used during the dinner break, including areas where the children queue for a meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant experience for all concerned. Midday Supervisors must act as responsible, caring adults with the health, safety, welfare of the children always in mind. They must work collaboratively with each other, show conduct which demands respect and encourages the children to behave at all times sensibly and quietly.

Midday Supervisors must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact the Senior Midday Supervisor or Headteacher.

To support and contribute to the school's responsibility for safeguarding children.

### **Duties and Responsibilities – Dining Room**

- Control queues to dining areas including walking to and from playground/classroom.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meal service.
- See that any spillage is removed quickly (a cloth, dustpan and brush etc. should be readily available).
- Ensure that trays are cleaned and stacked in a safe manner
- Where necessary, assist pupils with the proper use of cutlery, drinking facilities and other aspects of the midday meal.
- Encourage children to leave the table clean.
- Wipe down tables and ensure the dining areas are left clean and tidy.
- Aim to clear all dining areas of pupils and have ready for class use every day by 1.20 pm

### **Duties and Responsibilities – Supervision of Outside Dining Areas**

- Arrange your supervision so that you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained and lead by example.
- Once lunch has been eaten, engage with the children in activities that promote healthy and active lifestyles. *This may be under the guidance of the Lunchtime Playleader.*
- Regularly rotate activities on offer to the children.
- Promote the inclusion of all children

## **Duties and Responsibilities - General**

- Responsibility to the Headteacher for the supervision of children throughout the midday break.
- Ensure all pupils return to their classroom at the end of lunchtime.
- Respect confidentiality protocols, including sensitive information divulged by staff, parents/carers and pupils.
- Understand and comply with the school's child protection policy and guidelines.
- Maintain confidentiality at all times and observe Data Protection guidelines.
- Contribute to the overall positive ethos, aims and work of the school.
- Understand and comply with the school's equal opportunities policy.
- Understand and comply with the school's behaviour policy.
- Ensure the health, safety and welfare of the pupils is maintained at all times.
- Provide comfort and immediate care in case of minor accidents or sickness and report serious incidents to the appropriate person for action.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Whilst on duty, assume responsibility for the safety and welfare of children under their supervision.
- To undertake any duties as may be appropriate to achieve the objectives of this post as directed by the Senior Midday Supervisor or Headteacher.