

Job Title:	Supply Midday Supervisory Assistant
Responsible to:	Headteacher/Head of Secondary/Primary Department
Grade:	Scale A3
Terms and Conditions:	10 hrs per week (11.45am to 1.45pm), term time only

Main Purpose of the Role

To undertake routine supervision duties over the lunchtime period, usually based in a specific class working with a group of pupils. To work alongside other MSAs and teaching assistants to ensure that duties are carried out efficiently and effectively as a team.

Roles and Responsibilities

- The post holder will be responsible in the first instance to the Teaching Assistant on duty, the Class Teacher and the Head of Department, and will be ultimately responsible to the Headteacher.
- Supervise pupils across all areas of the school, including the dining room, playground and classroom, as directed by the Teaching Assistant, Class Teacher or Head of Department.
- Make every effort to communicate and interact effectively with pupils using total communication approaches, developing positive, trusting and respectful relationships with them.
- Maintain good order and promote positive behaviour at all times. Follow individual pupils' behaviour management plans where appropriate and ensure that relevant behavioural needs are understood and appropriately supported.
- Supervise pupils on the school premises, ensuring that health and safety requirements and school rules and regulations are followed at all times.
- Be familiar with and have access to essential pupil information, including the information contained in a folder held in each class.
- Supervise pupils during mealtimes, helping to create a calm, positive and enjoyable atmosphere. Encourage appropriate table manners and provide assistance where necessary, following individual pupils' feeding and mealtime guidelines.
- Provide general assistance in the dining area or class base as required, including cutting up food, supporting pupils when selecting their lunch, cleaning up spillages and helping pupils to tidy tables and surrounding areas.
- Supervise pupils moving to and from the dining room, classroom and playground. Ensure pupils follow school rules and remain safe. Provide appropriate support for pupils who require assistance with walking or the use of specialist equipment.
- Support pupils with personal hygiene when necessary. Assist other members of staff in carrying out personal care responsibilities, ensuring that appropriate manual handling guidelines and individual pupil care plans are followed.
- Support pupils to enjoy and engage positively in lunchtime play by encouraging participation in a range of activities and supporting appropriate games, social interactions and relationships.
- Participate fully in all required training activities, including Safeguarding and Norfolk Steps training, to ensure that the post holder can carry out their responsibilities effectively, confidently and safely.
- Read and comply with relevant school policies as part of the school's safeguarding culture and practice, in accordance with the guidance set out in Keeping Children Safe in Education (KCSIE). **All staff are required to complete annual safeguarding training.**
- Inform the school of any planned absence as far in advance as possible and, where this is not possible, no later than **7:30am on the day of absence**. If the post holder is required to assist in the classroom in their capacity as a Teaching Assistant, the Office Team must be informed as soon as possible.
- Undertake any other reasonable duties and responsibilities that may be delegated by the Headteacher.

Person Specification

Skills, Knowledge and Personal Attributes

1. Empathy and understanding – Demonstrates empathy, patience and understanding when working with children, recognising and responding appropriately to their individual needs.
2. Confidence and authority – Able to provide clear, appropriate instructions and directions to pupils in a confident, calm and consistent manner, while maintaining positive relationships.
3. Communication skills – Able to communicate effectively and appropriately with children, colleagues, parents/carers and other professionals.
4. Knowledge of school standards and procedures – Understands and follows school policies, procedures, expectations and standards, including those relating to safeguarding, behaviour and pupil welfare.
5. Health and safety awareness – Has an understanding of health and safety requirements within a school environment and is willing to undertake relevant training. Able to access and understand essential information relating to pupils' medical needs, including allergies, asthma and other relevant conditions, and follow appropriate procedures, including the safe use of emergency medication such as auto-injectors where trained and authorised to do so.
6. Flexibility and adaptability – Able to respond positively to changing circumstances, priorities and pupil needs, and willing to undertake a range of duties as required.
7. Approachability and positive attitude – Friendly, approachable and supportive, with the ability to build positive and professional relationships with pupils, colleagues and other members of the school community.

General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- The working hours for a part-time Teaching Assistant are negotiated individually and their timetable may vary from one term to the next.
- This job description may be subject to amendment or modification at any time after consultation with post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.