

## Job Description



Post: MSA

Rate of Pay: LGA Scale 1-2 (pt 1 – pt 4)

Responsible to: Deputy Head/ Principal Lunchtime Supervisor

### Main Tasks

1. To be responsible for the supervision of children in all areas inside and outside the school throughout the midday break.
2. To supervise pupils waiting to enter the dining hall and in the dining areas.
3. To manage behaviour in line with school policy.
4. To mop up and wipe spillages from floor surfaces or meal tables as necessary.
5. To ensure that the dining areas are left in a tidy condition. (You will not be required to set up tables, clear tables or serve meals).
6. To ensure that any injury or sickness is referred to the MSA responsible for First Aid.
7. To encourage children in activities and games to promote their social development.
8. To supervise children at the end of lunchtimes until they are collected by class teachers.
9. To carry out such other related supervision duties that may reasonably be required by your line manager.

## Person Specification



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| Post Title:   | MSA  |
| Criteria  | Essential Criteria   |
| Job Related Education and Qualification and Knowledge | Participate in development and training opportunities  |
| Experience  | Experience of working with or caring for children of relevant age  |
| Skills / Abilities                                    | <p>Ability to relate well to children and adults.</p> <p>Work constructively as part of a team, understanding roles and responsibilities and your own position within these.</p> <p>Good listening skills.</p> |
| Equalities  | To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.  |