

**INSPIRE SUPPORT TEACH**

**JOB DESCRIPTION**

**MIDDAY SUPERVISORY ASSISTANT (MSA)
SCALE A**

**Inclusive Schools Trust
 Job Description and Person Specification**

|  |  |
| --- | --- |
| **Job Title** | Midday Supervisory Assistant (MSA) |
| **Location** | An Inclusive Schools Trust school |
| **GR Number** | GR0394 |
| **Grade** | Scale A |
| **Responsible to** | Responsible to the Head or member of the Senior Leadership Team.\* For clarity, at Inclusive Schools Trust, the term Head will incorporate the titles of Executive Head, Partnership Head and Head of School.  |

**ROLE AND CONTEXT**

|  |  |
| --- | --- |
| **Job Purpose** | * Supervise pupils under the direction of the Head, Deputy or member of the Senior Leadership Team.
* To ensure the safety and well-being of pupils and the adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate.
 |
| **Context** | Job Family: Classroom and Pastoral |

|  |
| --- |
| **Principal Accountabilities** |
| **Accountability** | **Order of importance (1 = most important etc.)** |
| Supervision of children in all areas of the school, including the dining room, play areas, classroom as directed by Head, Deputy or member of the Senior Leadership Team. | **1** |
| Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting younger children where necessary. | **2** |
| The maintenance of good order at all times to ensure school standards are adhered with. | **3** |
| General assistance in the dining area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times. | **4** |
| Supervision of movement of pupils to and from the dining room in order to ensure the safety and well-being of the pupils | **5** |
| Set up and clear away tables in dining room. | **6** |

|  |
| --- |
| **Person specification** |
| **Skills/knowledge** |
| 1. Empathy with children
2. Able to exert authority and give directions/instruction in a confident manner
3. Able to communicate with children and adults
4. Knowledge of school standards and procedures
5. Knowledge of health and safety regulations within a school environment, Basic Health and Safety Training, plus awareness of how to obtain information on children's allergies, asthma and how to use epipens, etc.
6. Flexibility
7. Approachability
 |

**GENERAL INFORMATION**

* All staff are part of the Inclusive Schools Trust community and are required to support the vision and values of the Trust to ensure we go the extra mile to improve outcomes and increase life chances for children.
* Jobholders 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 the Senior Leadership Team.
* Job descriptions detail the main outcomes required and are only to be updated to
reflect **major changes**that impact on the outcomes of the job.
* Job descriptions are liable to periodic review and may be renegotiated to meet the
changing needs of the school.
* Job holders must be aware of and comply with all current guidance, policies and
procedures relating to safeguarding and ensure that they are in accordance with
statutory, Trust and school safeguarding requirements at all times.
* Job holders must ensure that they have read, understood and act in accordance with current Trust and school policies, particularly those intended to protect children and employees, for example, Health and Safety, Safeguarding incorporating Child
Protection Policy and Whistleblowing. Information is available on the Trust
website [www.inclusiveschoolstrust.co.uk](http://www.inclusiveschoolstrust.co.uk/)
* All work performed/duties undertaken must be carried out in accordance with relevant County Council, Trust and school policies and procedures, within legislation and with regard to the needs of our customers and the diverse community we serve.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Description approved by CEO:** | C:\Users\Mrs Knights\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Selene Signature.png | **Date:**  |  **26/3/2024**  |
|   **Employee Signature:**  |    |   **Date:**  |   **/       /**  |
|    **Manager Signature:**  |    |   **Date:**  |    **/        /**  |