

Western Primary School as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

Post Title: Middy Supervisory Assistant (MSA)

Salary Grade: Band 3, SCP 2
 FTE £19,100 per annum
 Actual based on 7.5 hours per week - £3,193 per annum

Contract Type: Term-time only (38 weeks per year)
 Fixed Term contract until August 2023

Working Hours: Part Time, 7.5 hours per week

Responsible to: Headteacher / Senior Middy Supervisor

General Description:

To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment. Required to work indoors and outdoors when supervising the children to ensure safety.

Special Conditions of Service:

No smoking policy, including e-cigarettes.

1	Duties – Middy Supervisory Assistant (MSA)
1.1	To supervise the playgroup area, cloakrooms and classrooms during the lunchtime break period.
1.2	To ensure the safety of all children and the creation of a calm and orderly atmosphere, where appropriate table manners and the independence of the children are encouraged.
1.3	To assist with the service of meals, including the distribution of food, clearing spills, supervising eating of packed lunches. To assist with the removal of food and equipment once pupils have eaten their lunch.
1.4	Deal with minor first aid incidents; follow appropriate procedures for recording and reporting in line with school policies and procedures.
1.5	Assisting in the implementation of appropriate behaviour management strategies.
1.6	Observe a child's behaviour, understand its context and notice any unexpected changes; report any issues to a senior member of staff.

1.7	Monitor pupil behaviour and mediate at times of conflict in a calm and respectful manner, using a restorative approach.
1.8	Assist in the supervision of other activities during the midday break, including setting out and storing equipment.
1.9	To escort the children to and from the dining area as required.
1.10	To supervise toilet arrangements and hand washing.
1.11	Establish rapport and respectful, trusting relationships with children, young people and those caring for them.
1.12	Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.
1.13	Communicate effectively and establish constructive relationships with all children, parents, families, carers, external agencies and other professionals. Understand that communication is a two-way process.
1.14	Provide support and encouragement to children and young people.
1.15	To contribute to the overall ethos/work/aims of the school, in accordance with the role and the direction of the Headteacher.
1.16	Participate in the school's appraisal scheme.

Person Specification : E Essential, D Desirable

2	Experience/Aptitudes	
2.1	Have an enthusiasm for and an active interest in children's play.	E
2.2	Working in a school environment.	D
2.3	Experience of working with children and young people with a wide range of Special Educational Needs.	D
2.4	An understanding of the strategies that can be used to reduce the barriers to learning.	D
2.5	Proven track record of successfully working with children/young people in a work/voluntary setting.	D
3	Qualifications/Training	
3.1	Appropriate first aid training.	D
4	Knowledge/Skills	
4.1	Excellent interpersonal and communication skills.	E
4.2	Ability to relate well to, and work positively and effectively with, children and young people.	E
4.3	Work constructively as part of a team, understanding roles and responsibilities and own position within these.	E
4.4	Ability to manage pupil behaviour in a supportive and effective manner.	E
4.5	Understanding of individual children and young people's needs.	D

4.6	Working knowledge of relevant policies, codes of practice and legislation.	D
4.7	Problem solving.	D
4.8	Awareness of health and hygiene issues.	E
5	Characteristics	
5.1	Willingness to be flexible and work to meet the best interests of the school.	E
5.2	Committed to delivering the school's ethos and policies.	E
5.2	Self-motivated and hard-working.	E
5.3	Team worker and able to create and maintain effective working relationships.	E
5.4	Willingness to undertake training.	E
5.5	Sense of humour and optimism.	E
6	Safeguarding and Promoting the Welfare of Pupils	
6.1	Has appropriate motivation to work with pupils.	E
6.2	Ability to maintain appropriate relationships and personal boundaries with pupils.	E
6.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E