



Carlton Miniott Primary School Job Description

Name:

Job Title: MSA

Responsible to: Headteacher and Deputy Head

Hours: 5 hours

Job Purpose: To supervise the pupils during the lunch hour and to ensure the smooth running of the lunchtime process.

General Duties

1. Be responsible for the well being of all the pupils between the hours of 12.15 noon and 1.15
2. Work on a rota basis between packed lunch room and dining hall
3. Oversee the eating of school diners and packed lunches
4. Maintain an atmosphere of orderliness and calm during lunchtime
5. Help the younger children to use a knife and fork and encourage good manners whilst eating
6. Attend to any accidents and incidents, reporting any of a serious nature to the Headteacher or deputy and recording any accidents in the accident book
7. Supervise the children's play areas, corridors, toilets, classrooms as required
8. One supervisor will initiate the playing of games on each playground whilst the other supervises the safety of pupils. Two supervisors will be involved with play when children are on the field
9. One supervisor will be responsible for children using the large apparatus following the school safety guidelines.
10. Mop up any spillages in the eating areas.
11. During wet playtimes ensure that the children are sitting down and involved in a purposeful activity. All F/KS1 classes will be shared between class R and class 1. One MSA will supervise each classroom in KS1. Three MSAs will supervise the KS2 classrooms.
12. Report good or unacceptable behaviour in the Lunchtime Book
13. Reward children regularly by using positive comments, praise and stickers for good behaviour and good manners
14. Meet with the Headteacher each half-term to discuss any concerns about or improvements to lunchtime supervision

Sanctions

The following sanctions are the only ones you are allowed to enforce:-

- 'Time out' for pupils whose behaviour requires a 'cooling off' period. The pupil can be told to stand by the wall until ready to rejoin others in an acceptable way. This period should last for no more than 5 minutes.
- A quiet walk with you as you supervise general play.

If unruly behaviour persists or behaviour continues to be unacceptable, the child must be sent inside to be dealt with by the Headteacher or Deputy

Training

To attend any training sessions identified by the Headteacher

To meet with the Headteacher as required

Signed.....MSA

Date.....

Signed.....Headteacher

Date.....