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**JOB DESCRIPTION**

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| **School:** | **Marshland High School part of West Norfolk Academies Trust** |
| **Job Title:** | **Midday Supervisory Assistant (MSA)**  |
| **Grade:** | **Scale A Point 1 (£9.25/hour)** |
| **Hours/weeks:** | **5 hours per week standard hours – 10 hours per week until Easter 2021 due to COVID-19 Timetable, 38 weeks per year (term time only)** |
| **Responsible to:** | **Site Manager** |
| **Working With:** | **Site Support Team****Duty Team** |

**Purpose of the Job**

You will be required to support students during lunchtimes. This involves supervision of the children, following procedures as required and helping the students’ queries. You will liaise with other support staff and duty staff to ensure efficient lunchtime operations.

**Responsibilities**

* Adhering to safeguarding policies
* Liaising with the duty team to ensure the effective flow of students whilst respecting agreed procedures
* To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
* Monitoring and challenging student behaviour where it falls short of the School Behaviour Policy

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

**PERSON SPECIFICATION**

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant experience working with young people  |  | **🗸** | Appl/Int/Ref |
| Working closely with others as part of a team | **🗸** |  |
| Experience of managing behaviour effectively |  | **🗸** |
| Knowledge of personal welfare and safeguarding of children |  | **🗸** |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Skills and knowledge to deal with student safety and behaviour | **🗸** |  | Appl/Int/Ref |
| Setting high standards to staff and students by personal example | **🗸** |  |
| Ability to work effectively under pressure | **🗸** |  |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support | **🗸** |  |
| Ability to work effectively under pressure | **🗸** |  |
| Demonstrate a commitment to equal opportunities | **🗸** |  |
| Ability to adapt to meet individual student needs | **🗸** |  |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Excellent interpersonal skills |  |  | Appl/Int/Ref |
| Professional at all times |  |  |
| Passionate and caring  |  |  |
| Decisive, determined and self-confident |  |  |
| Integrity, trustworthy, honest and open |  |  |
| Accessible and approachable |  |  |
| Excellent interpersonal skills |  |  |
| Sense of humour and fun |  |  |

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| Appl = Application form | Int = Interview | Ref = Reference |