



## MSA Job Description

**Responsible to:** The Headteacher (or other delegated member of staff)

**Job Purpose:** To monitor all pupils at dinnertime (12:00- 1:00), keeping them safe and happy. To actively engage with pupils and promote quality play.

### Main Responsibilities:

1. To support the senior MSA in her duties and decisions.
2. To assist in the dining hall, by helping pupils. This may involve cutting up food for younger pupils, opening packets and cartons.
3. To positively encourage pupils to eat using reasonable manners.
4. To positively encourage pupils to eat or at least try all that is offered to them.
5. To assist pupils in tidying up lunch places.
6. To supervise toilet arrangements and hand washing.
7. To supervise the safe transition from dining hall to playground (or classroom if wet).
8. To ensure that pupils have access to toys and games if weather allows.
9. To report to staff any problems that have occurred at dinnertime.

### Behaviour Support:

1. Ensure that all pupils are engaged in an activity.
2. Enquire if you see a pupil isolated.
3. When minor disputes occur, get all concerned together and tell them firmly that all will be listened to. Then let all have their say. Stay calm and quiet and listen to the problems. If possible let the children come to a decision about how to solve the problem. If they cannot agree, then make a decision. If a disagreement still continues then seek advice from senior MSA.
4. To appreciate the need for confidentiality at all times as part of this role.
5. If a serious behaviour incident occurs, then immediately seek help and support from other MSA. Then seek advice and support from senior MSA.
6. Ensure that when talking to pupils that you make it clear that you may be telling them off for poor behaviour but it is their behaviour that you are criticising not themselves.
7. Do not shout at pupils. This is very rarely necessary and only to be used with serious incidents and only to get immediate attention. Once you have attention of all concerned, then talk calmly and quietly.
8. Always seek advice from senior MSA if at all in doubt about how to approach an incident.

Date \_\_\_\_\_ Signed \_\_\_\_\_