Dales Academies Trust
Together for Excellence

Job Description and Person Specification

Post title:	Midday Supervisory Assistant (MSA)
Grade:	A / *B from 1st April 2026
Responsible to:	Headteacher
Staff managed:	None
Date of issue:	

Dales Academies Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment.
This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
The role requires the postholder to work indoors and outdoors when supervising the children and young people to ensure their safety.

Job Purpose:	**To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.**
Operational Issues:	• Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break. • Assist with the removal of food and equipment once pupils have eaten their lunch. • Deal with minor first aid incidents; follow appropriate procedures for recording and reporting. • Assist in the implementation of appropriate behaviour management strategies as required • Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff. • Resolve minor disputes between pupils • Assist in the supervision of other activities during the midday break, including setting out and storing equipment
Communications:	• Establish rapport and respectful, trusting relationships with children, young people and those caring for them. • Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.

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	• Communicate effectively with all staff, pupils, families and carers. • Provide support and encouragement to children and young people.
Safeguarding	• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. • Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. • Be aware of own (and others') professional boundaries. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
Systems and information:	• Participate in the school's performance management scheme. • Participate in training and other learning activities and performance development as required. • Attend staff meetings and training days by agreement with the Headteacher.

Person Specification:	
Essential	**Desirable**
Knowledge and Experience • Awareness of health and hygiene issues • Experience appropriate to working with children	• Behaviour management. • Good written and verbal communication skills.
Occupational Skills • Judgmental skills • Demonstrable interpersonal skills • Ability to work successfully in a team • Confidentiality • Initiative	
Qualifications	• Appropriate first aid training or willingness to undertake training
Other Requirements • Enhanced DBS Clearance • To be committed to the school's policies and ethos • To be committed to Continual Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people	• Creativity

• Emotional resilience in working with challenging behaviours; and attitudes to use authority and maintaining discipline • To assist in ensuring that Trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery	

NB – Assessment criteria for recruitment will be notified separately.