

## Job Description

<b>Job Title:</b>	MDSA Lunchtime Supervisor
<b>Salary &amp; Grade:</b>	WHFNJC J
<b>Reports to:</b>	Principal

### Safeguarding Commitment:

*The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.*

### Purpose of the Role – MDSA

To assist in the supervision of pupils during the lunch break, as require ensuring the safety general welfare and behaviour management of pupils during this period.

### Duties and Responsibilities of the Role:

- To be responsible for the supervision of all pupil behaviour during the lunch break, in the playground, or other areas of the school as required by the Head teacher. To share in school ethos of promoting a positive approach to behaviour management
- To be responsible for the pupil's care as necessary, depending on Key Stage e.g. taking them to the toilet, providing comfort, dealing with accidents, being alert to signs that a pupil is unwell or distressed.
- To be responsible for the supervision of pupil hygiene and health and safety e.g. Hand washing.
- To foster pupil's self-esteem and independence, however assisting pupils where necessary, for example:
  - To carry trays etc. to the table, and to return empty dishes etc. to the service counter.
  - To open packed lunches, cut up food and guidance on proper use of cutlery, assist in clearance of any spillage etc. if required.
  - To assist as required in clearing tables, wiping them down and resetting according to meals.
  - To assist in the setting up and removing of furniture for lunch time in any area of the school where necessary.
  - To give minor first aid to pupils, requesting assistance when needed with injuries or illness. Liaising with the head teacher on welfare matters and injuries that cause concern. To report all accidents, ensuring that the procedure for recording accidents in the accident book is followed
- Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

**Health and Safety:**

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Federation to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within the Federation's Health and Safety Policy

**Data Protection:**

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Federation procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Federation's written procedures.

**Safe Working Practices for Adults working with Children:**

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

**General Data Protection Regulations:**

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

**Equality and Diversity:**

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

**Confidentiality:**

The postholder will respect the need for confidentiality at all times while performing this role.

**Health and Safety:**

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

**Flexibility:**

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.*

<b>Developed by:</b>		<b>Issue Date:</b>	
<b>Postholder Signature:</b>		<b>Signature Date:</b>	