



## **The purpose of the job is to**

- Secure the safety, welfare, and good conduct of children during the midday break period in accordance with the practices and procedures of the school

## **Duties and responsibilities**

- Setting up hall with tables, benches, cutlery, water etc for lunchtimes and clearing down / tables away at end of lunchtime
- Supervision of children, either in the lunch hall or other areas in the school, whilst they are eating lunch or taking part in lunchtime activities
- Clear spillages, clean tables and chairs, stack tables and chairs that are used during the lunch break, sweep floors, and wash up cutlery and crockery as directed
- Carry out minor first aid on pupils and ensure a First Aider is called if needed
- Report any accidents of the type identified by the school e.g. head injuries, or children who become unwell, so that parents can be contacted
- Attend in-service training when required
- Take part in job review meetings and MDSA meetings when requested
- Support the aims, ethos, and values of the school by example and ensure that they are followed by children in line with school policy

## **Supervision and management**

- The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits

## **Decision making**

- The post holder may make suggestions and recommendations about a child's behaviour or illness

## **Resources**

- The post holder is required to use resources with care but is not personally accountable for the security of physical or financial resources

## **Working environment**

- The post holder is constantly standing and walking
- Manual handling of tables and / or equipment is involved
- Some of the work may be undertaken outside
- There is background noise from children
- The post holder is dealing with children and may also come into contact with parents or other visitors to the school

## **Communication**

- Communicate effectively with children, which involves mentoring, motivating and imparting skills and / or knowledge
- Make and maintain strong relations with colleagues within the school

## **Health and safety**

- Promote the safety and wellbeing of all children
- Maintain a safe environment by managing behaviour effectively in accordance with the Trust's behaviour policy
- Maintain current and accurate safeguarding records e.g. through CPOMS

## **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality



**Professional development**

- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Complete regular (at least annual) training on subjects including safeguarding
- Take a proactive role in the Trust’s appraisal procedures
- Take part in further training and development to continually improve

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.

|  |           |           |
|--|-----------|-----------|
|  | Essential | Desirable |
|--|-----------|-----------|

## Job and Person Description – Midday Supervisory Assistant (MDSA)



|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                     |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>              | <ul style="list-style-type: none"> <li>Willingness to pursue professional development</li> </ul>                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>A paediatric First Aid qualification (or willingness to achieve one)</li> </ul>                              |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>Worked / volunteered within an educational setting</li> </ul>                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Worked within a primary school setting</li> <li>Supported children with special educational needs</li> </ul> |
| <b>Knowledge and understanding</b> | <ul style="list-style-type: none"> <li>Understanding of responsibilities in relation to safeguarding and promoting the welfare of children and young people</li> </ul>                                                                                                                                                                                                                                                              |                                                                                                                                                     |
| <b>Skills</b>                      | <ul style="list-style-type: none"> <li>Able to work in a way that promotes the safety and wellbeing of children</li> <li>Excellent organisation and communication skills</li> <li>Excellent consistent use of spoken standard English</li> <li>Committed to good and productive working relationships with children and colleagues</li> <li>Able to be flexible and respond to changing demands with a positive attitude</li> </ul> | <ul style="list-style-type: none"> <li>Prepared to undertake special skills training</li> </ul>                                                     |
| <b>Personal Qualities</b>          | <ul style="list-style-type: none"> <li>High standards of personal organisation</li> <li>Resilient, passionate, and hard-working</li> <li>Able to build trust and mutual respect between children and staff</li> <li>A cheerful disposition and good sense of humour</li> <li>Energetic, warm, and caring</li> <li>Able to follow direction and use initiative</li> </ul>                                                            |                                                                                                                                                     |