



Ditchling (St Margaret's) CE Primary School
Lewes Road, Ditchling, East Sussex, BN6 8TU
Headteacher: Mrs. A Clarke
Learning together. Building success.

01273 844130 • office@ditchling-ce-prim.e-sussex.sch.uk

JOB DESCRIPTION

MDSA Play Leader

Areas of Responsibility and Key Tasks

KEY TASKS

1. To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the headteacher or Senior Mid-day Supervisory Assistant.
2. To provide positive and firm control by implementing the school discipline/behaviour policy. To encourage play activities.
3. To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the headteacher or his/her nominated representative.
4. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition.
5. To ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
6. To check that no pupil remains in outside areas when afternoon lessons are about to begin.
7. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description





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Person specification

	Essential	Desirable	Source
Knowledge	<ul style="list-style-type: none"> A basic knowledge of Health & Safety requirements in a school environment Knowledge of the school's behaviour management policy 		Interview Application Form
Skills	<ul style="list-style-type: none"> Ability to use language and other communication skills that children can relate to Able to converse confidently and at ease with children and adults. Ability to demonstrate active listening skills Ability to empathise with the needs of children Ability to work within and apply all school policies e.g. behaviour management, Health & Safety, Equal Opportunities and safeguarding procedures. Ability to work effectively with colleagues 		Supporting Letter Application Form References Interview
Personal Characteristics	<p>Establish and develop positive relationships with parents, governors and the wider community. To uphold and demonstrate our school values: Kindness Respect Perseverance</p> <p>It is essential that you have a friendly disposition, enjoy working as part of a team and will be dedicated to the needs of the children and the school.</p> <ul style="list-style-type: none"> Willingness to participate in training and developmental opportunities offered by the school and county Willingness to maintain confidentiality on all school matters 		Interview Supporting Letter References



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