

JOB DESCRIPTION

Job Title	Midday Supervisory Assistant or School Meals Supervisory Assistant
Reports To	Head of School
Responsible for	Supervising a named child during lunchtime
Contract Type	Temporary Contract linked to a named child
Pay Grade & Scale Point	Grade B SCP 2
Working Weeks	Term Time Only
Hours	12 – 1pm
Location	Churchfields The Village School

Overall Purpose

Responsible for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school and local authority.

Key Relationships

The post holder would expect to liaise with:

- Class teachers
- Other MDSA's
- Head teacher
- Pupils
- Other staff

Key Role Responsibilities

1. Supervision of pupils, either in the lunch hall or other areas in the school, whilst they are eating lunch or taking part in lunchtime activities.
2. Carry out associated duties, e.g. clear spillages, clean tables and chairs, stack tables and chairs that are used during the lunch break, sweep floor and wash up cups and spoons.
3. Carry out minor first aid on pupils and enter incidents that have been identified by the school in the accident book or on an accident slip.
4. Report any accidents of the type identified by the school - e.g. head injuries, or pupils who become unwell, so that parents can be contacted.
5. Report any visitors or potential hazards on the school site
6. Attend in-service training when required.

7. Support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school policy.

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff.

Creativity and Innovation (i.e. Problem Solving)

The main focus of the job is to ensure standards and policies are followed. Problem solving is not a key feature of the job.

Working Environment

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

Decision Making

The jobholder decides which sanction to apply to a pupil, within school policy. The jobholder decides when and what minor first aid should be given to a pupil. The MDSA may make suggestions and make recommendations about a pupil's behaviour or illness to a teacher or the Head of School.

Knowledge and Skills

The job requires the ability to communicate with young people. A typical new employee would require a brief period of training to be fully competent in the main aspects of the job within the school's rules and procedures.

Safeguarding

Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education) and our safeguarding and child protection policies.
Promote the safeguarding of all pupils in the school.

Team working and Collaboration

Participate in any relevant meetings/professional development opportunities both at the school and across the Trust, which is relatable to the responsibilities of your role.

Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Expectations

As appropriate to the postholder's duties must be carried out in compliance with the following:

- Trust Policies
- To work at all times within Code of Conduct, GDPR, Health and Safety and the Safeguarding Policy
- To work flexibly as required
- To put all children, in the Trust, at the core of all decisions and actions



- To be an ambassador for Palladian Academy Trust
- To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation.

Safeguarding Statement

The Palladian Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All short-listed candidates will be subject to the appropriate online checks and Google searches as part of our recruitment process. Your suitability to work with children and young people will form part of the selection process.

The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive and robust pre-employment checking process. Prior to appointment Palladian Academy Trust will apply for an enhanced DBS check plus a further check against the appropriate barred list, references from current and previous employers, health screening, and the right to work in the UK.

PERSON SPECIFICATION

Job Title	Midday Supervisory Assistant/Schools Meals Supervisory Assistant
------------------	--

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> A minimum of both GCSE Maths and English 	<ul style="list-style-type: none"> Food Hygiene Previous experience of working with children
Knowledge	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Interest in child development and social interaction
Skills and Abilities	<ul style="list-style-type: none"> Good interpersonal skills with both adults and children To work as part of a group and individually 	<ul style="list-style-type: none">
Work-related Personal Requirements	<ul style="list-style-type: none"> Understanding and patient 	<ul style="list-style-type: none">

Signed:

Signed:

Line Manager

Job Holder