



**Acorn**  
Education Trust

# Midday Supervisory Assistant (MDSA)

New Close Primary School

# Welcome from Sara Edwards

*Acorn Education Trust CEO*

**Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.**

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

*Sara Edwards*



New Close Primary School  
An Acorn Education Trust School

# About New Close Primary School

New Close Primary School is a caring and inclusive non-denominational, single form entry primary school, educating children between the ages of 5 and 11 years. Situated in the garrison town of Warminster, Wiltshire, we are at the heart of our local community and pride ourselves on getting to know each of our pupils, and their families/carers, so that we can provide them with the support they need.

Our enthusiastic and nurturing team of staff and governors are committed to providing the best possible education for all of our pupils and helping them to develop as individuals. We have a very strong values system across the school, which has contributed to the positive and calm atmosphere found in every classroom.

In November 2017 we joined Acorn Education Trust and, with their support, transformed our learning environments, classrooms and curriculum. We are very proud that, as a result of this extensive work, New Close was graded as 'Good' in all areas by Ofsted in our March 2022 inspection. We continue to work closely with other schools within the Trust and the central team to draw on collective experience to grow and flourish.

Our well-resourced school has a wide range of excellent facilities, including:

- Extensive grounds which provide large scope for outdoor projects;
- Forest school provision for every class, each week;
- A well-resourced and exciting nursery/EYFS facility;
- The most up-to-date technology to support in class learning;
- Stimulating, well-resourced learning environments across the school;
- Specialist PE coaching twice a week for every class;
- Effective pastoral and SEND support, where needed;
- A Supportive and pro-active leadership team;
- A highly effective teaching and teaching assistant team, who have a strong community ethos.

We look forward to welcoming you to our school and showing you what makes New Close such a wonderful school.

Louise Kilminster  
*Headteacher*

For more information, please visit our website: [www.newclose.wilts.sch.uk](http://www.newclose.wilts.sch.uk)

# Job description

<b>Job title</b>	Midday Supervisory Assistant (MDSA)
<b>Reporting to</b>	MDSA Lead / Headteacher

## Main purpose

The MDSA will work alongside the wider MDSA team/MDSA Lead to support with school lunchtime provision and the supervision of children during this time. This includes setting and clearing up the dining/lunch hall, as well as assisting and observing children as they collect and eat their lunch. The role will also include supervision with inside / outside lunchtime play / activities, while ensuring the safety and enjoyment of children at all times.

## Duties and responsibilities

- Support staff in the day-to-day running of school lunchtime provision, ensuring that it runs smoothly;
- Work together with the MDSA team/lead to ensure consistency with weekly lunchtime planning and meal provision for all children;
- Ensure Health and Safety is paramount for children in the dining / lunch area(s) as well as during inside / outside lunch play;
- Supervise, care for and assist children during lunchtime provision, ensuring they eat their lunch, behave politely and are respectful of others;
- Ensure cleanliness standards are maintained and any activities used during lunchtime provision are tidied away, tables cleaned, floors swept and washing up is completed, as or where necessary;
- Ensure all children enjoy a calm lunchtime;
- Ensure children are cared for in a happy, safe and stimulating environment;
- Maintain positive engagement with children;
- Ensure the welfare of all children, including monitoring and managing pupil behaviour, where necessary.

*Continues on next page*

# Person specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none"> <li>• First aid training (or willingness to complete it)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting;</li> <li>• Experience working with children / young people;</li> <li>• Experience planning and delivering play activities for children;</li> <li>• Proven experience and/or expertise working in a similar role.</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Excellent communication, interpersonal and organisational skills;</li> <li>• Ability to build effective working relationships with pupils and adults;</li> <li>• Knowledge of guidance and requirements around safeguarding children;</li> <li>• Ability to remain calm in stressful situations;</li> <li>• An understanding and passion about childcare and education;</li> <li>• An interest in creating high quality play experiences for children;</li> <li>• Ability to devise creative indoor / outdoor play activities for children.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Enjoyment of working with children;</li> <li>• Sensitivity and understanding, to help build good relationships with pupils;</li> <li>• A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the setting;</li> <li>• Commitment to safeguarding pupil's wellbeing and equality;</li> <li>• Able to work well in a team and input activity ideas;</li> <li>• Is self motivated, energetic and proactive.</li> </ul>

The MDSA will be required to follow school policies and the staff code of conduct.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

# Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

## Continued Professional Development (CPD)

---

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

## Health and wellbeing

---

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

## Pensions

---

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

## How to apply

If you would like more information about this role, please contact the school office via email at [office@newclose.wilts.sch.uk](mailto:office@newclose.wilts.sch.uk) or by phone on 01985 212304.

### To apply

---

Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

**New Close Primary School, 30 Imber Road, Warminster, Wiltshire, BA12 9JJ**

01985 212304

[office@newclose.wilts.sch.uk](mailto:office@newclose.wilts.sch.uk)

*New Close Primary School, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.*