

JD & PS

JOB DESCRIPTION

JOB TITLE	Mid-Day Supervisory Assistant
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	Silverdale Primary Academy
RESPONSIBLE TO	Assistant Principal
MAIN PURPOSE OF THE JOB	<p>Leading and actively encouraging children in play.</p> <p>Teaching & reinforcing the routines, rules and norms that children are expected to follow.</p> <p>Supervising and taking care of the children during the lunchtime periods in all areas inside and outside the academy.</p>

MAIN TASKS / KEY RESPONSIBILITIES

1	Lead and actively encourage play activities.
2	Supervise pupils at lunchtime, whether indoors or outside in accordance with the instructions of the Assistant Principal.
3	Teach and reinforce the routines, rules and norms that children are expected to follow.
4	Deal with behaviour incidents by pupils where appropriate, and report the incident in line with the academy behaviour policy.
5	Mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition. This may also include stacking of chairs.
6	Assist children in the dining hall with their lunchtime meal – by showing them how to use cutlery effectively and modelling good manners.
7	Ensure that any injury or sickness of pupils is reported immediately to a trained first aider. Where appropriate, administer basic first aid and record all details in the first aid book. Clean up after sickness of children.
8	Check that no pupil remains in outside areas when afternoon lessons are about to begin and the playground areas are tidy.
9	To carry out the above duties in accordance with the UoBAT Equal Opportunities Policy.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Additional Information

- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

DEPARTMENT	Education
ESTABLISHMENT	Silverdale Primary Academy
JOB TITLE	Middy Supervisory Assistant (MDSA)
GRADE	Single Status Grade 1

Knowledge

- 1.1 A basic knowledge of Health & Safety requirements in an academy environment.
- 1.2 Knowledge of how clear and consistent rules, routines and norms are key to helping children behave well.
- 1.3 Knowledge of games and activities that can be used to help lead and guide play.

Essential Criteria

- 2.1 Experience of establishing positive relationships with children.

Skills & Abilities

- 3.1 Excellent punctuality and attendance.
- 3.2 Ability to use language and other communication skills that children can relate to.
- 3.3 Ability to keep calm in a busy environment.
- 3.4 Ability to demonstrate active listening skills
- 3.5 Ability to empathise with the needs of children
- 3.6 Ability to work within and apply all academy policies e.g. behaviour management, Health & Safety, Equal Opportunities
- 3.7 Ability to work effectively with colleagues as part of a team.

Personal Qualities

- 4.1 Willingness to participate in training and developmental opportunities offered by the academy and the trust
- 4.2 Willingness to maintain confidentiality on all academy matters

Desirable Criteria

- 5.1 Previous experience of working as a Mid-day Supervisory Assistant or other work directly involving children.
- 5.2 Proven record of encouraging children with play
- 5.3 Current First Aider certificate, or previous experience as a First Aider.