

By Brook Valley CE Primary School
Job Description
Post: Midday Supervisory Assistant (MDSA)

Main Job Purpose

Be responsible, both individually and as a member of a team, for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with practices and procedures of the school.

Main Duties

1. Supervision of pupils, either in the lunch hall or other areas of 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.
3. Respond to all incidents calmly and in line with school policies, e.g. Behaviour Policy, Anti Bullying Policy
4. Initiate games, encourage and motivate children to play with others.
5. Carry out minor first aid on pupils and enter incidents in the accident and or incident book.
6. Report any injuries e.g. head injuries, to the class teacher and/or school business manager.
7. Report all incidents to the class teacher
8. Report to head or school business manager any strangers, visitors or potential hazards on the school site
9. Attend in-service training when required.
10. Take part in job review meetings and MDSA meetings when required
11. 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 responsibilities for staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation

Ensure standards, health and safety and policies are followed.

Key Contacts and Relationships	Reason for Contact
Class teacher	Tell if a pupil injured, unwell or has been involved in an incident during the lunch break.
Senior MDSA	Any problems or ideas.
Headteacher	You are unwell or need time off work
Pupils	Supervision and modelling good table manners and how to play games
Assistant Headteachers / Senior MDSA	At meetings
All staff	Social. Part of the staff team

Decision Making

The jobholder decides which sanctions to apply, within the school policy. The jobholder decides when and what minor first aid should be given to as pupil. The MDSA may make recommendations to the class teacher, Assistant Heads or Headteacher about a pupil's behaviour or illness.

Resources

The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources.

Working Environment

The jobholder is constantly walking and standing. Manual handling of tables and/or equipment is involved. Some of the work is undertaken outside. There is background noise from pupils.

The job holder is dealing with pupils and may also come into contact with parents or other visitors to the school.

Knowledge and Skills

The job requires the ability to communicate with young people.