



## Job Description

<b>Grade:</b>	B2
<b>Job Title :</b>	Midday Supervisory Assistant (MDSA)
<b>Main Job Purpose :</b>	Responsible under the direction of the Leadership Team or other designated person, individually, or as a member of a team, for securing the safety, welfare and good conduct of pupils during the lunch break in accordance with the practices and procedures of the school.

### Main Duties:

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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.	In fine weather the children spend time playing in the playground and MDSA's supervise their play ensuring that the children are safe and helping the children during meal times. If playtime is wet, the children have a range of inside activities, also MDSA's may be asked to read a story and help play some of the board games.
3.	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 as directed.

4.	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.
5.	Report any accidents to the <a href="#">Leadership Team</a> or other designated person e.g. head injuries, or pupils who become unwell, so that parents can be contacted.
6.	Report to the <a href="#">Leadership Team</a> or other designated person, any strangers, visitors or potential hazards on the school site.
7.	Attend training when required.
8.	Take part in job review meetings and MDSA meetings when requested.
9.	Support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school policy.
10.	Safeguard the children.

### **Supervision and Management**

The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.

### **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.

Key Contacts and Relationships	Reason for Contact
Contact with Class Teacher Contact with the Leadership Team Contact with pupils Headteacher All Staff	Tell if pupil has been in trouble during lunch or unwell Any problems or ideas Supervision At meetings Socially

Decision Making
<p>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 to the Leadership Team or other designated person and make recommendations about a pupil's behaviour or illness to the Leadership Team or Teacher.</p>

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

Working Environment
<p>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.</p> <p>The jobholder is dealing with pupils and may also come into contact with parents or other visitors to the school.</p>

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

## Other

The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by The Academy Trust, that we may request you to work from an alternative location, this may include travelling to other Pickwick Academy Trust schools, as may reasonably be required for the performance of your duties in line with operational requirements. You also agree to travel on school/Trust business as required for the performance of your duties. This will require business travel on your personal car insurance.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2022.

Pickwick Academy Trust is committed to equality of opportunity for all. Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies, procedures, conditions or requirements. We have a caring and supportive environment where wellbeing is a key priority – flexible working requests will be considered.

Employee Name:..... Date:.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

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Print Name:.....

Date:.....