

The Swindon Academy

Job Description

Post Title:	MDSA-Lunch Time Assistant
Purpose:	To support students and staff during lunch time for the purposes of eating, cleaning and play areas.
Reporting to:	Head Teacher and/or other designated Senior staff member.

MAIN (CORE) DUTIES	
	• Supervising the pupils throughout the lunchtime, in particular helping younger pupils in cutting/consuming food, hand washing and toileting arrangements. • Controlling queues of pupils into the dining hall and classrooms. • Supervising the pupils in the dining hall and classrooms. • Attending to emergency situations such as spilt drinks and food on any surface. • Supervising the pupils in the playground or in the school buildings. • Administering basic first aid (once trained) to pupils who require it, seeking the advice of an appointed First Aider for more serious injuries. • Dealing with behaviour in line with the Academy Behaviour Policy. • Following the detailed lunchtime procedures. • Working as part of a team and cover for absent colleagues as necessary. • Attend and contribute to MDSA meetings as and when required.
Other	To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage the community, staff and students to follow this example.
Health and Safety	In accordance with the provisions of the Health and Safety at Work Act 1974, to take reasonable care for the Health and Safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the Academy so far as is necessary to enable the Academy to perform or comply with their duties under statutory Health and Safety provisions.
Other Specific Duties	
• To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the Academy's policies. • To continue personal professional development. • To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate. • To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection; reporting all concerns to an appropriate person. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.	

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the Academies and their implications.

Print Name:.....

Signature:.....

Date:.....