

Job Description

Midday Supervisory Assistant

Responsible to: Headteacher or Senior MDSA
 Grade: Dependant on experience
 Workplace: Mainstream school
 Hours / Weeks: 10 hours per week, 37 weeks term time and five training days

	Start	Finish	Hours
Daily	1130	1330	2
Total hours per week			10

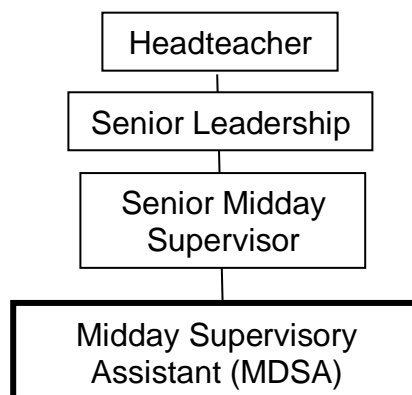
This job description may be amended at any appropriate time, following consultation between the Headteacher and the Midday Supervisory Assistant (MDSA), and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

The successful applicant will carry out the responsibilities of a Midday Supervisory Assistant (MDSA) as they apply.

Core purpose of post:

- Under the direction of teaching staff/managers, to assist with the care of the children during lunchtimes, to support their learning and development, to achieve their full potential and ensure their safety.
- To contribute to a high-quality educational experience for pupils.
- To contribute to the delivery of the School Plan, supporting the Values based ethos, aims and vision of the school.

Organisation chart:



Safeguarding Children and Young People

Beecroft Academy is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Appointment to this post will be subject to the following pre-employment checks:

- Health

- Identity
- Relevant work qualifications
- Right to work in the UK
- Professional Registration (for qualified teaching staff)
- Disclosure and Barring Service (DBS) (for all staff and volunteers)
- References (these will be sought before interview)

A start date for successful job applicants will not be confirmed until clearance from all the above checks has been obtained.

Please note that the DBS check will reveal ALL convictions, reprimands, cautions and bind overs even if considered as spent within the Rehabilitation of Offenders Act. As this post is a regulated activity, a DBS check is essential.

General duties and responsibilities

Main Tasks

1. To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the headteacher or Senior Midday Supervisory Assistant.
2. To provide positive and firm control by implementing the school behaviour policy.
3. To organise the play equipment trollies and ensure they are out ready for use. Encourage play activities amongst the children by direction and modelling.
4. To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the headteacher or his/her nominated representative.
5. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition.
6. To ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
7. To check that no pupil remains in outside areas when afternoon lessons are about to begin.
8. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

Support for the school

1. To work effectively with colleagues as part of a team; at all times working within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher/Manager.
3. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
4. To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager.

General

1. Deal with incidents of First Aid as a qualified First Aider (where relevant).
2. Responsibility for safeguarding and promoting the welfare of children at the academy.
3. The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
4. Share and actively promote the academy's commitment to promoting equal opportunities and tackling discrimination
5. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
6. Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
7. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
8. To carry out other relevant duties as may be reasonably requested by the Headteacher commensurate with the pay and grade of the post of Midday Supervisory Assistant.

Signed by post holder

Date