

**THE DUNSTAN CATHOLIC  
EDUCATIONAL TRUST**

C/O St Joseph's Catholic  
Primary School,  
Park Avenue,  
Bridgwater  
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**Job Description**

**Job Title:** Midday Supervisory Assistant

**Reports to:** Headteacher/ Office Manager

**Main Job Purpose:**

To assist with the supervision of pupils during the duration of the midday break.

**Main Responsibilities and Duties:**

- Assisting the hot lunch service in the Hall;
- To ensure all hygiene measures are carried out appropriately;
- To supervise the use of toilet facilities by pupils, including the washing of hands before the meal;
- To promote safe and quiet lunchtimes;
- Ensure children are eating meals;
- Clear the hall after service is finished;
- Report breaches of discipline to the class teacher by completing a social log;
- Ensure that there is a supervisor on duty on the playground at all times;
- Take due care of any child needing First Aid and record serious incidents in the Accidents book; ensure that any such incidents are reported to the Headteacher and any appropriate paperwork issued to the child eg head letter;
- Ensure that Health and Safety regulations are enforced.

**Safeguarding**

Safeguarding is everybody's responsibility. You must know the school procedure for recording and reporting concerns and support other colleagues to do so. You must attend yearly safeguarding training. You must have read, understand and comply with the school's safeguarding procedures including whistleblowing.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

## Person Specification for Midday Supervisor

	Essential	Desirable
<b>Qualifications</b>	Basic level of education.	First Aid Qualification.  Valid DBS Check.
<b>Knowledge and Understanding</b>	Respect confidentiality of the post with regard to pupils and staff.	Good knowledge of safe working practices with children.  Knowledge of behaviour management and positive language  Child Protection.
<b>Experience</b>	Working as part of a team.	Experience of working as a MDSA or work within a school.  Experience of working with children, including voluntary work.
<b>Skills &amp; Ability</b>	<p>Sympathetic and supportive of the Catholic ethos of the school</p> <p>Relate to children at the appropriate level.</p> <p>Maintain good standards of Discipline.</p> <p>Follow the school behaviour policy and practice</p> <p>Follow instruction and work independently.</p> <p>Remain calm when dealing with challenging behaviour.</p> <p>Communicate effectively to an appropriate standard and be a good listener.</p> <p>Inspire trust and confidence in children.</p> <p>Maintain confidentiality.</p>	<p>Recognise behaviour giving cause for concern, informing the Head, teacher or teaching staff.</p> <p>Creative Resourceful.</p>

<b>Personal Qualities</b>	<p>Work as part of a team and individually.</p> <p>Energy and enthusiasm.</p> <p>Being positive, Flexible, Caring and Patience.</p> <p>Willingness to support the Catholic ethos of the school.</p>	<p>Personal Faith.</p> <p>Sense of humour.</p>
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