

## **Job Description MDSA**

<b>DEPARTMENT</b>	Heron Park Primary Academy
<b>SCHOOL</b>	Primary
<b>JOB TITLE</b>	Midday Supervisory Assistant (MDSA)
<b>GRADE</b>	Single Status Grade 2
<b>RESPONSIBLE TO</b>	Headteacher
<b>MAIN PURPOSE OF THE JOB</b>	To supervise and take care of the children during the lunch time period in all areas inside and outside of the school.

### **Main Tasks**

1. To supervise pupils at lunchtime in the dining hall in accordance with the instructions of the Head Teacher
2. To help pupils with cutting up their food, pouring drinks of water and milk, and gravy where required for the younger children.
3. To assist with opening cartons of drink, yoghurts, packs of food etc.
4. To clear up any spills and rubbish relating to the children's food and keep the floor clear of food and drink.
5. To encourage children to eat their food, only going on to puddings when savoury food is finished.
6. To help children with disposing of crockery, cutlery and food waste in a neat and tidy fashion
7. To keep the trays in order on the trolley, ensuring that they are not on the floor
8. To supervise pupils in the playground during lunchtime, helping them to play sensibly and follow the school's behaviour policy. To encourage play activities and ensure that all children are safe and happy during playtime
9. To provide positive and firm control by implementing the school discipline/behaviour policy.
10. To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the head teacher or other senior member of staff



11. To ensure that any injury or sickness of pupils is reported immediately to a First Aider. To clean up after sickness of children
  12. To check that no pupil remains in outside areas when afternoon lessons are about to begin.
  13. To carry out the above duties in accordance with Aurora Academies Trust's Equal Opportunities Policy.
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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 reasonably 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**

### Knowledge

- A basic knowledge of Health and Safety requirements in a school environment
- Knowledge of the school's behaviour management policy and safeguarding policy

### Experience

- Experience of establishing positive relationships with children

### Skills and abilities

- Ability to use language and other communication skills that children can relate to
- Ability to demonstrate active listening skills
- Ability to empathise with the needs of children
- Ability to work within and apply all school policies, e.g. behaviour management, Health and Safety, Equal Opportunities and Safeguarding
- Ability to work effectively with colleagues

### Personal qualities

- Willingness to participate in training and developmental opportunities offered by the school
- Willingness to maintain confidentiality on all school matters

### Desirable criteria

- Previous experience of working as a Mid-Day Supervisory Assistant or other work involving children