St White's Primary School

Job Description: MDSA – Grade (2)

Responsible to: Head Teacher

This job description includes references to:

- The school's SEF
- The School's Development Plan
- Ofsted's School Inspection Handbook https://www.gov.uk/government/publications/school-inspection-handbook-eif/school-inspection-handbook
- Professional standards for teaching assistants - Advice for headteachers, teachers, teaching assistants, governing boards and employers June 2016

This job description *may be amended at any time* following discussion between the Headteacher and the staff body, and will be reviewed annually as part of the appraisal process.

Introduction

- To support children in having an enjoyable experience while eating and outside
- To be an effective part of the lunchtime team
- To promote a happy and secure experience for all pupils at lunchtime
- To support the aims of the school as an inclusive culture by following all of the school's policy and procedures
- Promote calm conversations between children through own modelling
- Model good table manners and rewarding children for good behaviour
- Assist children with cutting food where necessary and encouraging good use of cutlery
- Support pupils in resolving their conflicts through modelling, and supporting the school's restorative practice techniques
- Keep up to date with developments within the school by attending two lunchtime supervision team meetings each term

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- Promote a 'Can Do' attitude for the pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations

- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Promote, support and facilitate the inclusion and acceptance of pupils, by encouraging participation of all pupils at lunch time.
- Support pupils consistently while recognising and responding to their individual needs
- Use effective behaviour management strategies consistently in line with the school's policy and procedures

Duties and Responsibilities

- Each Midday Supervisor will be allocated areas and children for whom she will be responsible each day.
- This could vary from week to week on a rota basis.
- Although the area will be divided so that each supervisory assistant looks after a specific group or area each day she must be prepared to accept a variation if any emergency calls another Midday Supervisor away.
- The main areas of work responsibility will be the dining areas and the outside or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant experience for all concerned.
- The midday Supervisor must act as a responsible caring adult with the health, safety, welfare of the children always in mind, must show conduct which commands respect and must see that the children behave at all times sensibly and quietly.
- The Midday Supervisor must be aware of how to get access to the first aid equipment, radio and to the telephone, and understand the fire evacuation procedures in the event of it not being possible to contact the office, Headteacher or Deputy Headteacher.

To Support and Contribute to the School's Responsibility for Safeguarding Children

Specific Responsibilities Include:

- These will be allocated by the Headteacher in accordance with scheme of midday supervision for the school.
- Duties and responsibilities - supervision of dining areas
- Control queues to dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.

- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan, and brush is readily accessible.
- See that trays are not left in dangerous positions, and are cleaned where necessary.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- Encourage the pupils to leave the table clean.
- Ensure the dining areas are left clean and tidy.
- Aim to clear all dining areas of pupils every day where possible by 1:00pm.

Duties and Responsibilities - Supervision Of Outside Dining Areas

- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.
- Try to avoid children hurting themselves.
- Once lunch has been eaten engage with the children in activities which promote healthy and active lifestyles.
- Regularly rotate activities on offer to the children.
- Promote the inclusion of all pupils.

Duties and responsibilities – training

- Participate in appropriate school based meetings and training activities.
- Review and develop own professional practice by attending relevant courses and provide feedback to colleagues.

Duties and responsibilities – general

Responsibility to the Headteacher for the supervision of children throughout the mid-day break (i.e. the interval between the close of morning school and recommencement of school in the afternoon)

- Ensure all pupils return to their classroom at the end of lunchtime.
- To respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils.
- Contribute to the overall ethos, aims and work of the school.
- Share ideas proactively that might improve the school further.
- Have a positive, can do attitude.
- To understand and comply with the school's and local authority child Protection policy and guidelines.
- Maintain confidentiality at all times and to observe Data Protection guidelines.

- Understand and comply with the school's equal opportunities and other policies.
- Understand and comply with the school's behaviour policy.
- To understand and comply with the school's Health and Safety policy.
- Ensure the health, safety and welfare of pupils is maintained at all times.
- Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Carrying out any other instructions given

Training and Briefings

All MDSAs will have regular training and briefings to keep them up to date with the school's policies and procedures. This will include safeguarding training.

Any additional training that is undertaken outside of their normal working hours, is funded by the school.

Signed----------MDSA

Signed----------Line Manager