

Job Description & Person Specification

Job Title:	Mid-day Supervisory Assistant (MDSA)
Service / Provision:	Westlea Primary School
Job Family:	Support Staff
Line Manager:	Deputy Headteacher
Salary Band:	A Grade 1 - 5
Annex	Please ensure you refer to Annex 1 with this Job Description

Responsible under the direction of the Senior LSA or other designated person, individually, or as a member of a team, for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school.

Key accountabilities, duties and responsibilities

- Supervision of pupils, either in the lunch hall or other areas in the school, whilst they are eating lunch or taking part in lunchtime activities.
- Supervision of pupils in the playground, ensure the pupils behave appropriately.
- To engage with the child, to initiate games and play opportunities.
- Carry out associated duties, e.g. clear spillages, clean tables and chairs, setting up tables and chairs that are used during the lunch break, sweep floor and assist with washing up as required and directed by the Senior MDSA.
- Report to designated first aid area, any accidents e.g. head injuries or pupils who become unwell, so that they can be treated by a trained first aider and so that parents can be contacted if necessary.
- Report to Senior LSA/Site Manager, any strangers, visitors or potential hazards on the school site.
- Attend in-service/online training when required e.g. Safeguarding.
- Take part in job review meetings and MDSA meetings when requested.
- Support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school policy.
- Assist members of staff new to the role.
- Report to the Senior LSA/Headteacher any concerns regarding food-related issues with the children. Be aware of vulnerable children that may need extra supervision.
- Follow the schools Safeguarding policy and refer any concerns immediately to the DSLs within the provision

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> • Willingness to attend mandatory training to support the role and responsibility to keeping children safe in education • A basic level of Literacy and Numeracy 	<ul style="list-style-type: none"> • Previous experience in an education environment in a similar or same role
Knowledge & Experience	<ul style="list-style-type: none"> • Work from instruction with some initiative will be necessary, however the senior MDSA will liaise with the Headteacher • A willingness to help children with intimate care and an understanding of pupil hygiene 	<ul style="list-style-type: none"> • An understanding of food hygiene & health and safety • Experience of working with SEND children
Skills & Abilities	<ul style="list-style-type: none"> • Ability to communicate clearly • Ability to work as part of a team and take direction from Senior MDSA & Senior Leadership Team 	<ul style="list-style-type: none"> • Proven effective team work