



Aldrington CE Primary School

JOB DESCRIPTION

Job Title:	Midday Supervisory Assistant (MDSA)
Reports to:	Senior MDSA/Deputy Headteacher
Aldrington vision and values:	
<p>Aldrington CE Primary is a school community, founded on a lively and evangelical Christian faith, in which the educational and spiritual needs of each child are our first priority. We believe that children should live and learn in a happy, secure and stimulating environment: a place where they are valued as individuals, encouraged to grow in self-esteem and given the opportunities they deserve to reach their potential. As we foster respect for each other and our environment and develop tolerance and understanding for the cultural diversity of the world in which we live, we seek to lay Christian foundations from which children can grow into caring and responsible adults in society. The school motto of 'Learning God's way' along with our six values of love, integrity, responsibility, achievement, sense of community and respect, underpin all we do.</p>	
Main purpose of the job:	
<p>To be responsible for the supervision and to ensure the safety of pupils in all areas inside or outside the school building throughout the midday break as a member of the midday supervisory team.</p>	
Professional responsibilities:	
<ol style="list-style-type: none">1. To supervise children at lunchtime and to ensure their safety.2. To reward good behaviour and deal with inappropriate behaviour in the playground or dining hall in accordance with the behaviour policy procedures and, where necessary, to report difficulties to the line manager.3. To organise children preparing for lunch, supervising handwashing etc.4. To mop up and wipe spillage from floor surfaces or meal tables as and when necessary.5. To assist children when and where necessary in the dining hall, to ensure that they eat well and tidy away appropriately, reporting any concerns to line manager/class teacher6. To ensure that dining areas are left in a tidy condition,7. To actively promote positive behaviour in the playground by ensuring the zoned areas are utilised properly and intervening to encourage positive play activities.8. To help solve conflict amongst children.9. To ensure that all playground equipment is used in a safe and appropriate manner.10. To access all equipment and make it available to children and pack such equipment away.11. To encourage positive game playing and sharing.12. To attend to injured or sick children, including clearing up in accordance with the school's first aid procedures.13. To ensure that any injury or sickness of children is referred for First Aid treatment.14. To check that pupils do not remain in outside areas when afternoon lessons are due to begin.15. To supervise children using toilet facilities.	

- 16.** To have knowledge of individual pupils' special needs and requirements.
- 17.** To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- 18.** To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.