

DOWN'S VIEW SCHOOL : JOB DESCRIPTION
MID-DAY SUPERVISORY ASSISTANT (MDSA)

Post	:	Mid-Day Supervisory Assistant
Scale/Allowance	:	NJC Scale Points 1-2 £9.30 per hour
Hours per Week	:	1.5 hours per day, Monday – Friday (term time only) (12 am to 1.30 pm)
Responsible to	:	Headteacher Class Teacher (on a day-to-day basis)

MAIN TASKS

1. To provide, under the direction of the class teacher and teaching assistants, a service, which meets the personal needs of individual pupils during the lunchtime period.
2. The duties and responsibilities can vary daily to reflect the needs of the children and students.
3. Specific duties may include:
 - Preparing tables for lunch (with/without pupils)
 - Serving meals
 - Preparing special meals (e.g. liquidising prepared food)
 - Reheating meals in microwaves
 - Preparing specialised eating equipment (e.g. heated plates)
 - Assisting pupils in feeding themselves
 - Ensuring pupils who are unable to feed themselves, are given their lunch
 - Supervising children at tables
 - Clean/wipe down tables after lunch
 - Following self-help programmes (e.g. teeth cleaning, face washing)
 - Toileting children after lunch
 - Preparing areas for leisure activities
 - Supervising children in playground/classrooms
4. To adhere to the principles described in the School Prospectus and staff handbook and taking consideration of Equal Opportunities Policy.

This Job Description sets out the duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are the common occurrence and cannot of themselves justify a regrading of the post.

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PERSON SPECIFICATION – MDSA POST

ESSENTIAL CRITERIA

- ◆ Experience of working with/caring for children
- ◆ An ability to follow individual eating and teaching programmes
- ◆ The ability to support colleagues and contribute positively to team building and working together

SKILLS AND ABILITIES

- ◆ An ability to work to time constraints
- ◆ The ability to use own initiative
- ◆ Ability to be adaptable to changing circumstances
- ◆ Ability to carry out changing procedures with pupils who are incontinent

PERSONAL QUALITIES

- ◆ Demonstrate a caring approach
- ◆ Regular attendance and punctuality in previous employment
- ◆ Demonstrate a willingness to assist in maintaining a pleasant school environment
- ◆ Resilience in working with children & young people with Complex disabilities and challenging behaviour
- ◆ Resilience in coping with potentially physical attacks from pupils

DESIRABLE CRITERIA

- ◆ Experience of working with children with disabilities and complex medical conditions.

EQUALITIES/SAFER RECRUITMENT

- ◆ To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
- ◆ Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people.