



## **HILL PARK SCHOOL : JOB DESCRIPTION**

### **MID-DAY SUPERVISORY ASSISTANT (MDSA)**

Responsible to : Headteacher  
Class Teacher (on a day-to-day basis)  
Teaching Assistant (D)

#### **Purpose of the job**

**Under the direction of the class teacher, teaching assistant (D) or senior staff:**

**To be responsible for the supervision and to ensure the safety of pupils in all areas, inside and outside the building, throughout lunchtime.**

**To provide a service which meets the personal needs of individual pupils during the lunchtime period.**

#### **Principal Accountabilities**

The range of duties will vary according to the class; however, post holders will undertake some or all of the following:

1. To supervise pupils over the lunchtime period and to ensure their safety.
2. To deal with inappropriate behaviour in accordance with the behaviour policy procedures and where necessary to report difficulties to the class teacher.
3. To prepare tables and specialised eating equipment.
4. To prepare, reheat and serve meals, in accordance with food safety guidelines.
5. To support pupils to eat their lunch following the appropriate eating and drinking programmes or termly targets.
6. To mop up and wipe spillage from floor surfaces or meal tables as and when necessary.
7. To ensure that dining areas and furniture are left in a clean and tidy condition.
8. Engage pupils in appropriate leisure activities, ensuring that all playground equipment is used in a safe and appropriate manner; and put away safely after use.

9. To ensure that all playground equipment is used in a safe and appropriate manner.
10. To assist and be aware of Personal Care / Intimate Care programmes
11. To look after injured or sick children, including clearing up using Hill Park's hygiene / first aid guidelines.
12. To ensure that any injury or sickness relating to a child is referred for First Aid treatment.
13. To uphold the Council's policies for anti-discriminatory practice and equality of opportunity
14. 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.
15. Participate in induction, training and other learning activities and performance development as required.

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.

June 2018

## PERSON SPECIFICATION

**POST TITLE:** Mid-day Supervisory Assistant (MDSA)

### Criteria

#### Essential Criteria

#### Job Related Knowledge, Experience and Qualifications

- Experience of working with children outside of the home
- Knowledge of first aid procedures

#### Skills and Abilities

- Ability to work to time constraints
- Ability to use own initiative
- Ability to support colleagues and contribute positively to team building and working together
- Ability to listen and to communicate effectively with children
- Ability to respond and act quickly to varying situations in a calm manner
- To actively promote positive behaviour in the playground by ensuring the zoned areas are utilised properly and intervening to encourage positive play activities
- Have emotional resilience in working with challenging behaviours

#### Other Requirements

##### Personal Qualities

- Committed
- Good Interpersonal skills
- Patient/Calm
- Firm but fair attitude
- Flexible