BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title: Mid-day Supervisory Assistant (MDSA)

Reports to: Headteacher

Department: West Hove Infant School

Scale: Scale 3

Purpose of the Job

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.

Principal Accountabilities

The range of duties is as follows:-

1. To supervise children at lunch time and to ensure their safety.
2. To actively promote positive behaviour in the playground by ensuring the zoned areas are utilised properly and intervening to encourage positive play activities.
3. To deal with inappropriate behaviour in accordance with the behaviour policy procedures and where necessary to report difficulties to the Headteacher.
4. To help solve conflict amongst children.
5. To mop up and wipe spillage from floor surfaces or meal tables as and when necessary.
6. To ensure that dining areas are left in a tidy condition.
7. To attend to injured or sick children, including clearing up in accordance with the school’s first aid procedures.
8. To ensure that any injury or sickness of children are referred for First Aid treatment.
9. To check that pupils do not remain in outside areas where lesson afternoons are due to begin.
10. To ensure that all playground equipment is used in a safe and appropriate manner.
11. To encourage positive game playing and sharing.
12. To supervise children utilising toilet facilities and to support children with other personal care needs when required.
13. To have knowledge of individual pupils special needs and requirements.
14. To access all equipment and make it available to Children and pack such equipment away.

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

**West Hove Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All new staff will be DBS (Disclosure and Barring Service) checked at an enhanced level.**

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Post Title: Mid-day Supervisory Assistant (MDSA)

Department: Children & Young People’s Trust

Section: West Hove Infant School, Connaught Road

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| **Criteria** | **Essential Criteria** |
| Job Related Knowledge, Experience and Qualifications | * Experience of working with children outside of the home (minimum of one year preferred)
* Knowledge of the school’s first aid procedures
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| 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
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| Other Requirements | Personal Qualities* Committed
* Good Interpersonal skills
* Patient/Calm
* Firm but fair attitude
* Flexible
* Reliability
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