

**STEP ACADEMY TRUST
Job Description**

LOCATION:	Newhaven, East Sussex
JOB TITLE:	Midday Supervisory Assistant (MDSA)
GRADE:	East Sussex Single Status Grade 2
RESPONSIBLE TO:	Office Manager
MAIN PURPOSE OF THE JOB:	To supervise and take care of the children during the lunch time period in all areas inside and outside of the school.

KEY TASKS

1. To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the headteacher or Senior Mid-day Supervisory Assistant.
2. To provide positive and firm control by implementing the school discipline/behaviour policy. To encourage play activities.
3. To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the headteacher or his/her nominated representative.
4. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition.
5. To ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
6. To check that no pupil remains in outside areas when afternoon lessons are about to begin.
7. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time when it was drawn up. 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 a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Post Title: Midday Supervisory Assistant (MDSA)

Location: Newhaven

Grade: Single Status 2

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to use language and other communication skills that children can relate to • Ability to demonstrate active listening skills • Ability to empathise with the needs of children • Ability to work within and apply all school policies e.g. behaviour management, Health & Safety, Equal Opportunities • Ability to work effectively with colleagues 		<ul style="list-style-type: none"> • Application /Interview
Education & Qualifications			<ul style="list-style-type: none"> • Application /Interview
Knowledge	<ul style="list-style-type: none"> • A basic knowledge of Health & Safety requirements in a school environment • Knowledge of the school's behaviour management policy 		<ul style="list-style-type: none"> • Application /Interview
Experience	<ul style="list-style-type: none"> • Experience of establishing positive relationships with children 	<ul style="list-style-type: none"> • Previous experience of working as a Mid-day Supervisory 	<ul style="list-style-type: none"> • Application /Interview

		Assistant or other work involving children	
Personal Attributes	<ul style="list-style-type: none"> • Willingness to participate in training and developmental opportunities offered by the school and county • Willingness to maintain confidentiality on all school matters 		<ul style="list-style-type: none"> • Application /Interview