

## JOB DESCRIPTION

Job Title	Midday Supervisory Assistant (MDSA)
Grade	East Sussex Single Status Grade 1
Responsible to	Head of School

### Job Purpose:

1. To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the Head of School or Senior Mid-day Supervisory Assistant.
2. To provide positive and firm control by implementing the school discipline/behaviour policy. To encourage and participate in play activities.
3. To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the Head of School 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 Head of School 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.

### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to

promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

#### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

#### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

#### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

#### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

#### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

Job Title: **Midday Supervisory Assistant (MDSA)**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
N/A					
Knowledge & Understanding					
A basic knowledge of Health & Safety requirements in a school environment	✓		✓	✓	
Knowledge of the school's behaviour management policy	✓		✓	✓	
Ability to use language and other communication skills that children can relate to					
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	✓		✓	✓	
Willingness to participate in training and developmental opportunities offered by the school and county					
Willingness to participate in training and developmental opportunities offered by the school and county	✓		✓	✓	
Willingness to maintain confidentiality on all school matters	✓		✓	✓	