

## Job Description

**Job Title:** Middy Supervisory Assistant

**Responsible to:** Deputy Head

### OVERALL RESPONSIBILITY

Responsible for the direct supervision, safety and welfare of pupils on school premises during the midday break period.

### MAIN DUTIES AND RESPONSIBILITIES

- Supervise the children whilst they have their lunch: sorting out problems, clearing spillages, helping the youngest children to learn and become comfortable with the routine, ensuring children tidy up after themselves and checking that children with sandwiches put their belongings back in their lunchboxes.
- Wipe down of all tables and chairs after the meals so that they are clean, hygienic and ready for use again. Cleaning of the hall floor ready for use in the afternoon.
- Safely stack all tables and chairs in the hall store, ensuring that they are not a hazard to others entering the store room.
- Supervise the entry and exit of children into and out of the dining room and their behaviour in it.
- Encourage the establishment of good eating habits and acceptable table behaviour, including the training for young children in the proper use of knives/forks/spoons and air-line tray service method.
- Be supportive and encourage pupils, in particular, new intake and infants, with regard to eating the meals provided. To bring to the attention of the Teacher and/or the Headteacher any particular problems with regard to individual pupils etc.
- Supervise pupils returning trays, cutlery and beakers to clearing points.
- Supervise the children in the playground or, on wet days, in the classrooms.
- Ensure that children who want to read or play quiet games have the space and freedom to do so.
- Report injuries to the First Aider. In the case of head bumps the First Aider will complete a Red Card. This should be given by the MDSA to the pupil (if in KS2) or the pupil's teacher (if in KS1/FS).
- Report strangers on the grounds or loitering near the school gates.
- Safeguard the children's health and safety. Do not let them do things that could expose them to danger.

- Maintain good discipline as described in school Behaviour Policy: praising good behaviour and giving positive reinforcement of the benefits of good behavior, emphasizing that bad language, violence and bullying are not acceptable: employing a positive attitude and using the sanctions as described in the policy.
- Escort pupils who have been sick or are soiled to a member of the teaching staff. MSDAs are not responsible for the clearing up in such instances.
- Inform class teachers and Headteacher of exceptional or persistent good or bad behaviour.
- Encourage positive and constructive play by suggesting games that the children could play. These often will be traditional, such as jacks, hopscotch, football, catch what's the time etc. This may entail giving instruction on how to play them. Discourage negative and violent games such as pretend fighting.
- Keep the overall provided in a good state of repair and launder it. It must be returned on leaving the post.

## **HEALTH & SAFETY**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Take part in the school's Performance Management process.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Signed.....

Date.....

Line Manager ..... Signed..... Date.....