

NAUNTON PARK PRIMARY SCHOOL
JOB DESCRIPTION – MIDDAY SUPERVISING ASSISTANT

Post: Middy Supervising Assistant (MDSA)

Grade: Grade 2, scale point 2-3

Relationships:

The post holder is responsible to the deputy head and headteacher (or member of staff delegated with lunchtime responsibilities in their absence) and to the Senior Middy Supervisor.

The post holder is responsible for interacting with both teaching and support staff colleagues in order to ensure the smooth running of the lunchtime period and to maintain harmonious working relationships.

The post holder is also responsible for working collaboratively with the team of Middy Supervising Assistants to ensure that children have a safe and happy lunchtime.

Purpose of the Job:

To be responsible for the direct supervision, safety and welfare of pupils on the school premises, between the end of the morning session and the start of the afternoon session. This responsibility will be exercised under the guidance of the Senior Middy Supervisor and in co-operation with the Middy Supervising Assistants who are on duty at the same time. Duties in the dining areas should be undertaken in co-operation with the Middy Supervising Assistants and kitchen staff.

Key Tasks:

To support the Senior Middy Supervisor in her duties, and working with the team of Middy Supervising Assistants, by:

- developing and encouraging positive relationships with children and with colleagues;
- encouraging children to play fairly, respectfully and calmly;
- facilitating games to engage children in an active lunchtime or find activities to entertain children in ways that are appropriate for individuals;
- following the duty rota provided for Middy Supervising Assistants;
- ensuring that children follow agreed routines at lunchtimes;
- following the school's Behaviour Policy to ensure that all children have a happy and safe lunchtime;
- informing the Senior Middy Supervisor and, if necessary, class teachers of persistent occurrences of poor behaviour choices, in accordance with the Behaviour Policy;
- treating children fairly and with respect, speaking to them in an appropriate manner, consistent with the school's overall ethos;
- encouraging calm and orderly use of the dining room and promoting good eating habits and table manners;
- assisting younger children with regard to cutting up food and pouring water etc.;
- encouraging reluctant eaters to eat their lunch;
- clearing spillages and keeping tables clean during the course of lunchtime and assisting with the thorough cleaning of the floor and canteen furniture at the end of the lunch period;
- supervising children at play, ensuring that they do not engage in any activities that may be of danger to themselves or others;
- supervising children indoors in accordance with the current wet weather arrangements;
- dealing with minor injuries in accordance with the current school policy and informing appropriate teaching staff and Senior Middy Supervisor at the end of lunchtime;
- seeking assistance from Paediatric First Aiders in the school and informing the Senior Middy Supervisor, deputy head or the headteacher of any significant injuries;
- ensuring that issues of concern about midday supervision are brought to the attention of the Senior Middy Supervisor, deputy head or headteacher's attention;
- taking advantage of appropriate staff development opportunities.

This job description does not define in detail all duties/responsibilities of the post. It will be reviewed annually but may be subject to modification or amendment, after consultation with the post holder.

Signed _____

Date _____

Name _____