



Post: MDSA

Pay: Grade 3

Responsible to: Assistant Head & Class teacher

Job Purpose

To ensure the child with physical needs is cared for during lunchtime and supported to play with others and to contribute to the smooth set up for provision lunches in a clean and nurturing environment and the supervision of children at lunchtime.

Main Duties

- To support the child with accessing lunch spaces and provision
- To provide appropriate intimate care
- To support the child to transition from and back into class
- The supervision of children to ensure their enjoyment, safety and welfare throughout the midday break.
- Ensuring that pupils behave and that appropriate good conduct is maintained.
- Supporting children to develop eating skills and table manners, providing direct support where appropriate.
- Respond and relate to children in a manner which is appropriate to their stage of development and is in line with the philosophy and ethos of the school.
- Liaise with other school staff, keeping them informed of any problems relating to specific or general pupil behaviour.
- Help children with eating, the use of cutlery, crockery and utensils and to clear tables at the end of meals.
- Set up and clear away dining tables, benches and chairs with due regard to health and safety procedures.
- Supervise pupils moving around the school, particularly between the hall, the playground and their classrooms.
- Ensure the lunch space remains clean and safe.
- Promote positive play through active engagement and ensuring a range of activities are available and carried out sensibly and safely.
- Deal with minor behavioral problems, reporting incidents to the class teachers.
- Understand and comply with Health and Safety rules and procedures.

Supervision

General direction and work expectations will be provided by the Assistant Head.

Responsibilities

The postholder must exercise responsibility for the welfare and safety of children at all times, intervening where necessary to ensure safe and proper conduct. The postholder must carry out safeguarding duties in line with the federation policy and the most recent publication of Keeping Children Safe in Education.

Physical Effort

Lifting and manual handling will be part of this role and training will be provided.

Working Environment

Most activities will be undertaken within school premises. The postholder may occasionally be required to attend to children who have sickness or toileting problems. Some anti-social behaviour by pupils may be experienced.

Standards and Quality Assurance

- Support the aims and values of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend, support and participate in open evenings and children's performances.
- Uphold the school's policies and procedures
- Actively participate in staff training and implementation of initiatives.
- Engage fully with team and staff meetings.

Special Notes or Conditions

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

Signed: _____ **(Postholder) Date:** _____

Signed: _____ **(Assistant Headteacher) Date:** _____