Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH034 Grade B

Job Title :	Midday Supervisory Assistant (Primary & Senior)

Main Job Purpose :	Responsible under the direction of the Senior MDSA or other designated person, individually, or as a member of a team, for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school and local authority.

Main Duties :

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1.	Supervision of pupils, either in the lunch hall or other areas in the school, whilst they are eating lunch or taking part in lunchtime activities.
2.	Carry out associated duties, e.g. clear spillages, clean tables and chairs, stack tables and chairs that are used during the lunch break, sweep floor and wash up cups and spoons as directed by the Senior MDSA
3.	Carry out minor first aid on pupils and enter incidents that have been identified by the school in the accident book or on an accident slip.
4.	Report to senior MDSA any accidents of the type identified by the school - e.g. head injuries, or pupils who become unwell, so that parents can be contacted.
6.	Report to senior MDSA any strangers, visitors or potential hazards on the school site
7.	Attend in-service training when required.
8.	Take part in job review meetings and MDSA meetings when requested
9.	Support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school policy.

Supervision and Management
The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)
The main focus of the job is to ensure standards and policies are followed. Problem solving is not a key feature of the job.

Key Contacts and Relationships	Reason for Contact
Contact with Class Teacher	Tell if pupil has been in trouble during lunch or unwell
Contact with Senior MDSA	Any problems or ideas
Contact with pupils	Supervision
Head Teacher	At meetings
All Staff	Socially

Decision Making
The jobholder decides which sanction to apply to a pupil, within school policy. The jobholder decides when and what minor first aid should be given to a pupil. The MDSA may make suggestions to the Senior MDSA and make recommendations about a pupil's behaviour or illness to the Senior MDSA or Teacher.

Resources
The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources.

Working Environment
The jobholder is constantly standing and walking. Manual handling of tables and/or equipment is involved. Some of the work is undertaken outside. There is background noise from pupils. The jobholder is dealing with pupils and may also come into contact with parents or other visitors to the school.

Knowledge and Skills
The job requires the ability to communicate with young people. A typical new employee would require a period of training to be fully competent in the main aspects of the job within the school's rules and procedures.