

JOB DESCRIPTION

Job Title	MIDDAY SUPERVISOR (MDSA)
Grade/Level	SPOT POINT 1
Name	
Date	



Main Purpose of Job

All duties will be carried out within recognised procedures or guidelines. They may include ad hoc duties (which require some initiative).

There will be some need to understand information, instructions or situations and to solve straightforward problems.

Verbal and written communication with a range of audiences will be required.

Problems will be referred to the Senior MDSA, Assistant Head Teacher or member of staff as appropriate.

There will be no direct responsibility for supervising other adults, but there may be requirement to demonstrate duties or give advice and guidance to new employees or others.

Main duties and responsibilities

Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.

Supervision of hand washing as required.

School dining areas : Supervision of pupils' entry into the dining areas, including any walk or journey to the dining area which might be required. Supervise children while in the dining area. Seat pupils in the appropriate places as spaces come available. Wipe all tables and seats once the pupils have finished their lunch. Keep bin areas tidy. Ensure a steady flow of pupils into the dining areas for both school dinners and packed lunches. Ensure areas are ready to be used after lunch. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc. if required.

Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.

Playground and classes (during wet play) : Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Being aware of changes in friendships, encouraging socialising, play etc. Leading games. Organising play/games as appropriate inside school on wet days. Promoting positive play and relationships. Ensuring that the classroom areas are cleared and that all pupils return to the care of teachers at the end of the lunch period.

To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

To keep children safe, and report any concerns to the Designated Safeguarding Lead.

To undertake any other duties of a similar level and responsibility as may be required.

Personal Specification – Midday Supervisor

Attribute	Essential	Desirable	How identified
Relevant experience	Confident in dealing with pupils	Previous experience of working in a school/nursery/pre-school	Interview Application Form
Education and training	Basic literacy and numeracy skills	Good standards of literacy and numeracy skills	Interview Application Form
Specialist knowledge and skills	Good interpersonal skills		Interview Application Form
Any additional factors	Physical fitness for undertaking role Ability to work on own initiative Reliable Good timekeeper Good communicator Calm and willing to undertake relevant training		Interview Application Form