



Job Description - Midday Supervisory Assistant (MDSA)

St Anthony's Catholic Primary school

An Academy School within the Catholic Academy Trust in South Hampshire

ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

'Children in our heart, Christ at the centre'

'We love, we learn and we live'

Midday Supervisory Assistant:

Reports to: The Senior Leadership Team (Headteacher, Deputy Headteacher and Assistant Headteacher)

General Duties and Responsibilities: To support and uphold the vision, mission and aims of our Catholic school.

Duties

1. Supervising the pupils whilst they eat their lunch and supporting the younger pupils eg encouraging them to finish their food.
2. Assisting pupils with cutting up food.
3. Aiding children opening cartons/pots of food.
4. Ensuring that the pupils sustain good table manners.
5. Cleaning spillages and surfaces.
6. Supervising disposal of foodstuffs whilst encouraging pupils not to waste food.
7. Supervision of movement of pupils around the premises to ensure good behaviour.
8. Promotion of positive play ensuring productive lunch time activities for pupils.
9. Overseeing the clearing up of toys and equipment at the end of play.
10. Ensuring good hygiene - washing of hands and toileting.
11. Basic first aid (grazes etc) and recording of accidents, maintaining appropriate records.
12. Reporting any significant behavioural incidents over the lunchtime period.
13. Ensuring confidentiality of incidents in school (ensuring children's behaviour is not discussed with parents outside the school).
14. Maintaining awareness of school, national and statutory policies and requirements and applying these in the work place.

All staff must be aware of and operate within the Child Protection and Safeguarding Policy

You must read and understand and implement the School's Safeguarding Policy

- This job specification may be reviewed at some future date in response to the changing needs of the school or the professional/personal development of the individual concerned, and may be amended at any time after consultation.
- All duties are performed subject to consultation with the Head Teacher and other staff as necessary and in accordance with Personnel Guidelines.