

MDSA
Grade 2
Job Description
<p>Overview</p> <p>All duties will be carried out within recognised procedures or guidelines. May include ad hoc duties, which require some initiative. Will make day-to-day decisions about own workload and that of others. There will be some need to interpret information or situations and to solve more complex problems. Exchanges orally or in writing varied information with a range of audiences. Problems will be referred to line manager. Involves direct responsibility for induction, supervision and co-ordination of other midday supervisory assistants.</p> <p>The level description gives an overview of the level of competence required to carry out work at this level. Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.</p> <p>This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.</p>
<p>Duties</p> <p>Examples of the role and responsibility of a similar level may be undertaken and are not excluded simple because they are not itemised.</p> <ul style="list-style-type: none"> ● Organise, deploy, support and supervise midday supervisory assistants as required ● Direct supervision of pupils throughout the midday break, i.e. from the end of morning school until the start of the afternoon session ● Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms, playing field etc, as appropriate ● Maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff ● Induction and training of any new midday supervisory assistants or supply assistants when necessary ● Any other related duties as directed by the line manager/head teacher <p>The duties listed above are examples of duties at this level and other duties or a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.</p>

Criteria	Person Profile	Essential	Desirable
Technical or specialist	Experience of working with children	✓	
	Broad knowledge of first aid and/or recognised qualification		✓
	Broad knowledge and understanding of medical conditions such as asthma, epilepsy etc.		✓
Literacy and numeracy	Ability to follow written guidance and procedures	✓	
	Able to complete records, e.g. incident report forms in an appropriate school record or online reporting system	✓	
General knowledge	Knowledge of appropriate school policies and procedures		✓
	Broad understanding of the school structure		✓
	Ability to cut food for younger pupils or those with a disability	✓	
	Ability to set up and clear away tables/chairs and assist with cleaning of dining area	✓	
Interpersonal & Communications skills	Ability to recognise and take action against disruptive or potentially threatening behaviour from pupils	✓	
	Ability to arrange sufficient staff cover, often at short notice, e.g. a team member is ill at the beginning of the day	✓	
	Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks	✓	
	Advise and guide pupils on the best way to handle situations	✓	
	Able to communicate effectively with pupils, parents, visitors and other staff at all levels	✓	
	Model expected behaviours to pupils to demonstrate safe play, table manners and interactions with staff, pupils and other adults	✓	
Level of autonomy	Able to manage own work and that of midday supervisory assistants under the guidance of the head teacher or other member of staff	✓	
	Able to identify problems and conflicts between pupils and take appropriate action	✓	