

PRIORY PRIMARY SCHOOL

JOB DESCRIPTION

- TITLE:** Midday Support Assistant (MDSA)
- RESPONSIBLE TO:** Senior Midday Supervisor / Class Teacher / School Business Manager (SBM)
- JOB PURPOSE:** To support the Senior Midday Supervisor to maintain good behaviour, orderly & healthy lunch provision, active play and social engagement of pupils during the midday break

MAIN RESPONSIBILITIES:

Support in the dining hall

- Set up dinner tables and chairs
- Organise lunch queue and entry of students from the classroom into the hall, and from the hall to playground, ensuring positive behaviour and a calm environment
- Model and encourage positive behaviour, good manners and hygiene
- Assist younger pupils where necessary, to manage good table manners
- Encourage pupils to eat, including those with packed lunch; be aware of and support pupils with additional needs, special or restricted diets
- Actively supervise dining hall procedures
 - Pupils carrying meals to the table
 - Training pupils to use cutlery correctly
 - Pupils clearing their plates and cutlery
 - Wiping and resetting tables
 - Clearing up food and water spillages on tables and floor
- Clear the hall after lunchtime service and ensure it is ready for afternoon lessons

Supervision and control of pupils in the playground / classroom

- Challenge any strangers who are on the school premises if unaccompanied, or not wearing an identifying lanyard
- Be responsible for organising play activities in the playground or indoors if a wet playtime
- Direct, encourage, join in and support pupils in their activities and play, ensuring their safety and well-being
- Provide emotional support to pupils where necessary
- Be vigilant to prevent dangerous or potentially dangerous activity
- Deal with unacceptable or challenging behaviour in line with the school Behaviour Policy
- Liaise with the Senior Midday Supervisor and teaching staff in dealing with problems arising from pupil behaviour and any other matter of concern

Child Protection

- Have due regard for safeguarding and promoting the welfare of children and young people
- Follow the child protection procedures outlined in the school's Child Protection Policy
- Ensure that any safeguarding concerns are reported immediately to the Designated Safeguarding Leads
- Attend safeguarding training annually

General

- Contribute as a member of the team to the ethos and values of the school
- Model and encourage effective speaking and communication skills with pupils, encouraging them to speak confidently and respectfully in full sentences
- Report to the Senior Midday Supervisor / SBM in case of absence / illness
- Be aware of confidentiality issues linked to home/pupil/teacher/school and work within the Staff Code of Conduct
- Perform such other duties as are reasonable and correspond to the general nature of the post, as directed by the SBM or Headteacher. These will be commensurate with the level of responsibility of the role.