

Hadleigh Community Primary School

Job Description: Mid-day Supervisor

Grade: 1, spinal point 1

Reporting to: Senior Mid-Day Supervisor, Deputy Head/Head teacher

General Description:

Hours of work are generally from 12.00 to 1.15 p.m. daily, during term time (38 weeks). A punctual arrival is needed in order that setting up in dining rooms is accomplished on time. MDSA's should not leave the premises until all children are safely inside and the playground is clear.

Basic duties involve supervision and care of pupils over lunchtime, promoting positive play opportunities, ensuring appropriate behaviour, administering basic first aid and assisting with routines involved with dinners (e.g. setting out and clearing away of dining furniture).

Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms, playing field etc, as appropriate

To maintain a safe, calm and relaxing environment in which children feel safe and able to approach an adult to discuss any difficulties they may be having.

Other practical tasks, i.e. cleaning and clearing up as required; moving and stacking dining room furniture.

All duties should be carried out in accordance with a level of professionalism expected of all school-based staff e.g. a professional level of dress in addition to official uniform tabard. Footwear should be suitable for active work.

All duties should be performed within recognised procedures and guidelines e.g. problems are referred to the Senior MDSA in the first instance. Senior MDSA will decide whether to refer to class teacher or Senior Management.

Confidentiality is a key requirement. It is for the class teacher or Headteacher to inform a child's parent of any problems at lunchtimes. MDSA's should refer any parent who asks or information about lunchtime incidents to one of these.

Attend relevant training sessions, staff and other meetings as appropriate / required.

Keep records as required.

Assist with the induction training of any new midday supervisory assistants when necessary

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist		<ul style="list-style-type: none"> • Basic knowledge of first aid
Literacy and numeracy	<ul style="list-style-type: none"> • Ability to follow written guidance and procedures 	
Organisational		<ul style="list-style-type: none"> • Knowledge of appropriate school policies and procedures
Knowledge & use of equipment	<ul style="list-style-type: none"> • Knowledge and ability to use security devices, these may include electronic or coded door locks, CCTV etc. 	
Mental Skills:		
Problem solving	<ul style="list-style-type: none"> • Ability to identify and resolve straight forward problems, e.g. a minor disagreement between pupils • Ability to refer more complex problems to appropriate member of staff 	
Interpersonal & Communications Skills:		
Caring skills	<ul style="list-style-type: none"> • Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks • Sensitivity to pupils' individual needs when providing personal care or administering first aid. 	
Advising / guiding skills	<ul style="list-style-type: none"> • Ability to provide straightforward advice to pupils 	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Negotiating, influencing or conciliating skills	<ul style="list-style-type: none"> • May be required to conciliate between pupils that have a disagreement 	
Verbal and written communications skills (including use of languages)	<ul style="list-style-type: none"> • Will be required to record incidents in an appropriate school record 	

Physical skills:

Other manual skills	<ul style="list-style-type: none"> • Ability to cut food for disabled or younger pupils. • Ability to set up and clear away tables/chairs and assist with cleaning of dining area. 	
Use of IT	<ul style="list-style-type: none"> • Ability to use a computer as certain training/reporting is undertaken online 	

Other attributes:

Level of autonomy	<ul style="list-style-type: none"> • Works within guidelines and procedures 	
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EVALUATION NOTES

KNOWLEDGE

- Knowledge of relevant school procedures
- Basic knowledge of first aid

MENTAL SKILLS

- Post holder will deal with straightforward problems, e.g. simple disputes between pupils, assessing whether to refer issues to another member of staff

INTERPERSONNEL AND COMMUNICATION SKILLS

- Post holders need to be able to communicate appropriately with pupils, according to their age
- Post holders need to communicate with other members of staff, e.g. to report incidents that occurred during the school break

PHYSICAL SKILLS

- No particular requirement for developed physical skills

INITIATIVE AND INDEPENDENCE

- Work is covered by clear guidelines and procedures
- Problems will be referred to line manager or another appropriate member of staff

PHYSICAL DEMANDS

- Post holders spend the majority of their time standing and walking

MENTAL DEMANDS

- Post holders must be aware of pupil behaviour in general throughout the course of their work

EMOTIONAL DEMANDS

- The work may be emotionally demanding on occasion, e.g. if two pupils have a dispute that escalates into a fight

RESPONSIBILITY FOR PEOPLE

- Responsible for ensuring appropriate pupil behaviour during breaks

RESPONSIBILITY FOR SUPERVISION (EMPLOYEES)

- None

RESPONSIBILITY FOR FINANCIAL RESOURCES

- None

RESPONSIBILITY FOR PHYSICAL RESOURCES

- None

WORKING CONDITIONS

- Works in all weathers, although pupils may be indoors during bad weather
- May occasionally experience verbal abuse from pupils