



Job Description:

Midday Supervisor

Salary: Grade 2

Responsible to: Mr Barnard and Mrs Ross

Staff Member:	
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LEVEL DESCRIPTION

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.

There will be some need to interpret information or situations and to solve straightforward problems.

Exchanges orally or in writing varied information with a range of audiences.

Problems will be referred to line manager.

No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

INTRODUCTION

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.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

General Description

Hours of work are generally from 12.00 to 1.00 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 School Business Manager in the first instance. The Business Manager 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 for information about lunchtime incidents to one of these.

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

Keep records as required.

EXAMPLES OF DUTIES AT THIS LEVEL

- 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
- Assist with the induction training of any new midday supervisory assistants or supply assistants when necessary
- Any other related duties as directed by the line manager/head teacher

OTHER INFORMATION

- MDSAs need to be available for work during term time and we would expect holidays to be taken during the school breaks
- The job description sets out the major duties associated with this post, it is assumed that other duties of a similar level / nature undertaken within the team are not excluded simply because they are not itemised.
- Duties of the post could vary from time to time as a result of new legislation, changes in technology or policy, in this event appropriate training will be provided.

Safeguarding:

As a school we are committed to the safeguarding of children and adults. All jobs offers will be subject to a DBS check and two satisfactory written references.

Head teacher:	Date:
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Post Holder:	Date:
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