Lakenheath Community Primary School
MDSA Job Description

JOB TITLE: MIDDAY SUPERVISOR

LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines.
May include ad hoc duties, which require some initiative.
There will be some need to interpret information or situations and to solve straightforward problems.
Problems will be referred to Headteacher, Deputy Headteacher, or SENCO.
No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.
The next section of this job description will give examples of the types of work that may be carried out. This list is not exhaustive.

DUTIES WILLL INCLUDE

- Oversee all areas where pupils gather during the lunch break, these may include
- dining areas, classrooms, playing field etc, as appropriate
- Playing and leading a range of sporting games and activities with all the children
- 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 relief assistants when necessary
- Any other related duties as directed by the line manager/head teacher

You will need:

- Basic knowledge of first aid
- Knowledge of appropriate school policies and procedures
- 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 SLT or class teachers.
- Ability to empathise with pupils, in order to maintain appropriate behaviour during lunchtime.
- Sensitivity to pupils' individual needs when providing personal care or administering first aid
- Ability to provide straightforward advice to pupils
- Ability to work within guidelines and procedures
- Ability to conciliate between pupils that have a disagreement
- Ability to record incidents in an appropriate school record eg accident book/behaviour book