

JOB DESCRIPTION

Name:
Department:
Job Title: MDSA
Reports To: Deputy Headteacher
<p>Main Responsibilities and Duties: <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i></p>
<ol style="list-style-type: none"> 1. To take instructions from the Deputy Headteacher regarding the supervision of children throughout the lunchtime, having regard for school policies on behaviour. 2. Supervision of the Dining Hall and reporting unruly behaviour to the Senior Lunchtime Supervisor. 3. To ensure the safety of children during the lunchtime break. 4. To be vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher. 5. Required to report any incidents of fighting or of bullying or racial or personal abuse involving children or parents to the Senior Lunchtime Supervisor or the Headteacher, as appropriate. 6. To provide any necessary assistance to children in respect of portion control, difficult food, cleaning of plates/containers and seating arrangements. 4. Leaving the Dining Hall in a tidy condition (removal of spillage, handling case of illness, etc). 5. To ensure that all dining and other areas are cleared of pupils at the end of the lunchtime period. 6. Supervision of designated areas, both inside and outside, where pupils congregate during lunchtime. 7. To deal with minor problems and report persistent unruly behaviour to the Headteacher. 8. To deal with minor accidents and report serious incidents to the Headteacher as soon as possible. Access to First Aid equipment will be given. 9. To support, uphold and contribute to the development of the School's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. 10. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.