

SUFFOLK COUNTY COUNCIL  
CARLTON COLVILLE COUNTY PRIMARY SCHOOL

**JOB DESCRIPTION**

**TITLE:** Midday Supervisory Assistant

**SALARY:** MDSA Rate = Grade 2 Point 7

**PURPOSE OF THE POST:**

- Direct supervision of pupils throughout the midday break, i.e. from the end of morning school until the start of the afternoon session
- All duties will be carried out within recognised school procedures or guidelines.
- May include ad hoc duties, which require some initiative

**PARTICULAR RESPONSIBILITIES:**

The Postholder will:

- Read and implement the Midday Team Guidelines
- Carry out the administration tasks within the school procedures where appropriate and complete weekly timesheet.
- Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms, playing field, playleaders etc, as appropriate.
- Maintain an acceptable standard of conduct and safety as laid down in the school policies, taking ownership and dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff.
- Have sensitivity to pupils' individual needs when providing personal care or administering First Aid by recording as necessary.
- Assist with the induction training of any new Midday Supervisory Assistants or relief assistants when necessary

**RELATIONSHIPS:**

The postholder is accountable to the Headteacher and should liaise with the Deputy Headteacher, Senior MDSA and Classteachers whose classes he/she may be supervising.

The postholder should also liaise with the school office staff for administration purposes.

February 2018