

## ST. WALBURGA'S CATHOLIC PRIMARY SCHOOL

### Job Description

#### Midday Supervisory Assistant

The aim of the school is that we work together as a friendly, caring community for the benefit of all the children in the school and thus ensure that all aspects of school life are firmly rooted in Christian ideals. To prepare the children for the years ahead, fully aware of the needs of others, so that each child may learn to live in a multi-cultural society

As a Midday Supervisory Assistant you are an important part of the whole that makes up the life of St. Walburga's School. You are an essential element in the responsibility for looking after the welfare of those children placed in our care. The role is not an easy one for it is one of encouraging children to eat, talk and play with their peers with the necessary freedom this entails. Children need to develop a sense of independence yet to be aware of the need to have respect for others. In the role of MDSA you may well find yourself at any given time as the person in authority, the comforter, the confidante, the nurse and friend. The influence you have on children is greater than you probably believe.

There will be one MDSA assigned to each class.

1. Duties are within the times of 11.30 a.m. - 1.30 p.m. but not exclusively and may vary from staff member.
2. On arrival at school collect and wear an identity badge. At the end of the session please return the badge to the office.
3. Collect the hot school meal lunch bands from the staff room (if they haven't already been collected) and report to the appropriate class teacher. Arrange for the children to wash their hands and collect their lunch boxes. Distribute the bands for those children having hot meals. Grace before meals should be arranged between you and the class teacher.
4. Send children having hot school meals to the hall. Ensure all other children are seated in the classroom during lunch and encourage good table manners and orderly behaviour.
5. Ensure all children have a lunch. If a problem arises concerning the quality / content of the lunch provided, or a concern that children do not eat their lunches, then the class teacher should be informed.
6. Concerning children taking medicine, liaise with the classroom teacher and refer to the Health and Safety Policy.
7. Before sending children out to play make sure they have returned their lunch boxes in an orderly manner to the correct place and are suitably dressed. When children are told to go out to the playground they must go straight out.
8. Ensure there is an adult on playground duty before allowing the children out to play.

( 2 )

9. Ensure tables are wiped, clean and dry and that the floor is clean. On no account should a child be left in a classroom on their own.
10. Roles vary but may include: Ensuring that the children queue in an orderly fashion while waiting to be served; collecting children from the playground; serving food; filling water beakers; assisting with cutting of food; ensuring any leftovers are cleared away; cleaning the cutlery, plates and beakers using the dishwasher; wiping down tables; sweeping the floor and tidying away benches in the cupboard.
11. In undertaking playground duty, supervisors should be in the following positions:-

**Junior playground**

- |     |          |                                         |
|-----|----------|-----------------------------------------|
| (a) | One MDSA | by the ramp leading to the Junior block |
| (b) | One MDSA | by entrance to year 6                   |
| (c) | One MDSA | covering the small gate entrance        |
| (d) | One MDSA | covering the double gate entrance       |
| (e) | One MDSA | by the adventure play area              |
| (f) | One MDSA | in the quiet area                       |

**Infant playground**

- |     |          |                                                 |
|-----|----------|-------------------------------------------------|
| (a) | One MDSA | near the entrance to the hall                   |
| (b) | One MDSA | in the seated area                              |
| (c) | One MDSA | by the double door entrance to the Infant block |

12. **The following areas are not play areas:**

**Junior playground**

- |     |                                          |
|-----|------------------------------------------|
| (a) | Ramp leading to Junior block entrance    |
| (b) | Covered entrance to year 6.              |
| (c) | Anywhere behind Year 6.                  |
| (d) | Walled area containing the rubbish bins. |

Entry to the Environmental area by the children is not permitted unless supervised by an adult.

**Infant Playground**

- |     |                                                                       |
|-----|-----------------------------------------------------------------------|
| (a) | Near the interconnecting gate with the Junior playground.             |
| (b) | The Sensory garden may be used only when it is dry and safe to do so. |

13. There are First Aid boxes available for minor injuries in both the Junior and Infant Departments. If in doubt as to what do for the best, send for a qualified First Aider. They are on duty in each playground. All accidents should be listed in the Accident Book and should be reported to the class teacher at the end of lunch play.

(3)

14. It is imperative that children behave in a reasonable manner for their own and others' safety. It is therefore important to keep a careful eye on any games that are being played so as to avoid any unnecessary boisterousness or dangerous behaviour. If a child's behaviour is deemed unacceptable the child should be separated for a short time to calm down or if serious enough the junior children sent to the teacher on duty.
15. The child's welfare is of utmost importance and as a MDSA you may make observations or hear of things that may be of benefit to the class teacher. Please pass these on. A child's good behaviour / attitude is just as important as the opposite.
16. Ensure that the children do not leave the school premises without permission.
17. Children should not be allowed to talk to passers by.
18. At the end of play children will be called to line up. When all teachers are in the playground they will take over responsibility.
19. If the weather is inclement children stay in their classrooms after they have eaten their lunch. On such occasions children should be encouraged to occupy themselves with the activities that are available in their classrooms.

**NB:** It is possible you might be approached by a parent either personally or over the telephone concerning lunchtime incidents. It is advisable to inform the parent that such school matters should be discussed with the class teacher.

\*\*\*\*\*

The Midday Supervisory Assistant should sign two copies of this job description to confirm acceptance of its details. One copy should then be retained by the Midday Supervisory Assistant and the other returned to the Headteacher.

Signed.....

Date .....