

SCHOOL SUPPORT STAFF JOB DESCRIPTION

Job Title:

Mid-Day Supervisory Assistant (MDSA)

School:

Exeter House School

Purpose of the Job:

To support pupils over the lunchtime period

Main Duties

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| 1. | Prepare tables for the lunch period and set up the equipment needed. |
| 2. | To support pupils with eating as needed - may require specialist skills e.g. feed through a gastrostomy, training in safe feeding. |
| 3. | To support pupils in the toilet, which may involve changing nappies, cleaning children who have soiled. |
| 4. | To support pupils at playtime, which will require skills in supporting play and being aware of vulnerable children, different behavioural approaches etc. |
| 5. | To use moving and handling techniques with pupils as required. |
| 6. | To encourage children's communication and independence e.g. making choices. |

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

The work is fairly routine which involves little opportunity for creative or innovatory thinking. Advice can be sought in difficult circumstances.

Key Contacts and Relationships

Assistant Headteacher	Concerns, reorganisation of rota.
Teachers	Specific instructions for doing duties.
Teaching Assistants	Exchanging information, working as a team.

Decision Making

Work is carried out within clearly defined rules or procedures. Advice is available if required.

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment

The jobholder will be required to assist with the support of pupils who may exhibit challenging behaviour, and physically support disabled pupils in their movement and play.

The jobholder works in classrooms and around the school. There is regular noise from the pupils.

The jobholder provides personal care to the pupils - using the toilet, eating and drinking, support with independence wherever needed.

The jobholder is exposed to pupils exhibiting challenging behaviours and can therefore be at risk from physical or verbal abuse.

Knowledge and Skills

The jobholder needs a good standard of practical organisational skills and the ability to operate rules and procedures consistently, and to engage with pupils. Basic First Aid skills are also required.