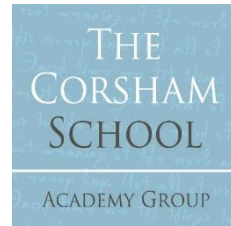


THE CORSHAM SCHOOL ACADEMY GROUP
A Multi Academy Trust

Corsham Regis Primary Academy
JOB DESCRIPTION



MDSA

PURPOSE OF JOB:

Responsible under the direction of the MDSA Line Manager, individually, or as a member of a team, for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the academy.

MAIN EMPLOYMENT DUTIES:

- Be proactive in the supervision and safeguarding of pupils, either in the lunch hall or other areas in the academy, whilst they are eating lunch or taking part in lunchtime activities.
- Ensure all children in the academy abide by the Golden Rules, providing rewards and consequences in line with the academy policy.
- Carry out associated duties, e.g. clear spillages, clean tables and chairs, put tables and chairs away that are used during the lunch break.
- Assess accidents/incidents that happen during the lunch break; refer to a trained first aider and record in the accident book if appropriate.
- Report to the class teacher any accidents of the type identified by the school – e.g. head injuries, or pupils who become unwell, so that parents can be contacted.
- Report to MDSA Line Manager any strangers, visitors or potential hazards on the school site.
- Attend in-service training when required.
- Take part in job review meetings and MDSA meetings when requested.
- Support the aims, ethos and values of the academy by example and ensure that they are followed by pupils in line with academy policies.

PERSON SPECIFICATION

- A positive and calm approach.
- The ability to work collaboratively as a member of a team.
- Reliability and integrity.
- Good personal organisation and communication skills.
- Positive attitude to the safeguarding of children.

FURTHER STATEMENT:

The job description and allocation of particular responsibilities may be amended by agreement from time to time.

WORK SCHEDULE:

Monday - Friday: 12.15pm – 1.15pm

Term time only