# SOUTHEND EAST COMMUNITY ACADEMY TRUST

## JOB DESCRIPTION

**Job Title:** MDA (Midday Assistant)
**Grade:** Level 3 SCP 5
**Responsible to:** SLT, Phase Leaders
**Liaison With:** Class Teacher, Phase Leaders, SLT

**KEY ROLE:**

The postholder will be responsible for supervising and supporting children during lunchbreaks, providing a continuous presence where directed. They will ensure the safety, welfare and conduct of pupils in accordance with school policy.

**MAIN DUTIES AND RESPONSIBILITIES**

**Supporting Pupils -**

- To actively supervise pupils during the lunchbreak, ensuring proactive engagement with the pupils and to ensure they stay in allocated, safe spaces
- To assist pupils outside of formal learning times, with their social and emotional needs
- To lead and manage games and activities with pupils
- To positively encourage good behaviours, including table manners and hygiene
- To keep daily records of all relevant information, including but not limited to: first aid, behaviours and sanctions
- To attend to pupils' personal needs, including help with welfare, health matters and minor first aid
- To assist in the dining areas with food service, organisation and cleaning
- To be aware of dietary / medical needs of individuals and ensure they are adhered to.

**General**

- To participate in the performance management review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To maintain workplace confidentiality at all times
- To ensure that all school and Trust policies and procedures are followed.

- To ensure that all duties and services provided are in accordance with the school's and Trust's Equal Opportunities Policy and practices
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPL any concerns or requests
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Academy Committee and the Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

**Post Holder's Signature: .....** **Date: .....**

**Line Manager's Signature: .....** **Date: .....**