

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH253	Grade B
Job Title :	MDSA, Senior - Dining Room, Secondary School (no staff sup)	
Main Job Purpose :	The direct supervision, safety and welfare of all pupils on the school premises with the exception of those pupils engaged in activities supervised by a teacher, between the end of the morning teaching session and the start of the afternoon teaching session.	

Main Duties :

	Main Duties
1.	Implement instructions from the Head Teacher regarding supervision of pupils who are on the school premises during the mid-day break.
2.	Deal with disciplinary problems of pupils and bring serious disciplinary cases to the attention of the Senior Management Team or other members of the Pastoral Team.
3.	Inform the School Nurse or other nominated staff member of any accident/ injury to pupils
4.	Attend in-service training when required
5.	Take part in job review meetings and MDSA meetings when requested
6.	Support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school policy.

Supervision and Management
The jobholder does not have regular supervisory responsibility for staff but assists in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

The main focus of the job is to follow set procedures and problem solving is not a key feature of the job.

Key Contacts and Relationships

Contacts are with school staff to report incidents and seek support

Kitchen staff to discuss needs of pupils. Managing the environment

Pupils for supervision during lunch period.

Decision Making

The work is carried out within clearly defined rules and procedures involving the jobholder choosing decisions from established alternatives eg whether to refer pupil behaviour or deal with it directly by applying an authorised sanction.

Resources

The jobholder is required to use school resources carefully but does not have personal accountability for physical or financial resources.

Working Environment

The jobholder is constantly standing and walking. There may be manual handling of tables and/or equipment. There is background noise from pupils.

The jobholder is dealing with pupils and may also come into contact with parents or other visitors to the school..

Knowledge and Skills

The job requires the ability to communicate with young people. A typical new employee would require a period of training to be fully competent in the main aspects of the job within the school's rules and procedures.