



Diocese of Brentwood

**St Mary's Catholic Primary School, Chingford**

*Love God, Love Others, Love Ourselves*

**Job Description and Person Specification for the position of MDA**

**Job Title:** MDA (Midday Assistant)

**Job Purpose:** To work under the guidance of teaching/senior staff and within an agreed system of supervision. To implement agreed work programmes with individuals/groups, in or out of the classroom.

This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

To promote the ethos of our Catholic School within the context of our mission statement.

**Responsible to:** Headteacher

**Key Responsibilities**

- Promote the aims of the school and to strengthen the Catholic ethos by working in a spirit of cheerful, loving service.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- Ensuring the health and safety of all pupils in accordance with the school policies and procedures.
- To promote and support the school's Behaviour and discipline Policy and have an understanding of the school's policies and procedures and adhering to them as appropriate.

**Activities**

- To be responsible for a group of pupils throughout the lunch period.
- To assist in the dining area and encourage good eating practices. To encourage healthy eating with the children including tasting new foods, choosing a balanced meal and drinking water.
- To instigate and supervise playground games and activities, to include physical, creative and social aspects of learning.
- To encourage children to interact and work co-operatively with others.
- When necessary, to administer simple first aid. Be aware of the school's first aid procedures.

- To deal with minor accidents, e.g. food spillage on floors and children, also sickness and younger pupils accidents with toileting.
- To approach visitors entering school premises.
- To attend courses/training sessions (INSET) when required.
- To comply with the need for confidentiality regarding all matters relating to staff, pupils and visitors.
- To promote and support the school's Behaviour discipline Policy and have an understanding of the school's policies and procedures and adhering to them as appropriate.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Any other duties as may reasonably be expected within the grade of the post.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

#### **General requirements:**

- Take part in the school's performance management system.
- Attend team meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with. You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

This job description does not form part of the contract of employment. It describes the way in which the teaching assistant is expected and required to perform and complete the particular duties as set out above.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signature of Staff: ..... Date: .....

Signature of Head Teacher: ..... Date: .....

Ms Philomena Egan  
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