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**School Meal Supervisory Assistant**

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6.25 hours per week (Monday – Friday) 12:05 – 13:20

Term Time

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**We are an Outstanding, friendly, supportive and forward thinking Rights Respecting and Values School. We are currently 3 forms of entry, taking in our first 4<sup>th</sup> form from September 2015. As a vibrant, multi-cultural school with extensive facilities we are central to our local community. These facilities include a Sports Pavilion, Multi Use Games Area, football pitches, playgroup and Lifelong Learning Facilities.**

**MAIN PURPOSE OF THE JOB**

To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the health and safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline under the direction of the appropriate person as identified by the school.

**DESCRIPTION OF DUTIES**

**DINING HALL DUTIES**

1. To supervise the children at all times during lunchtime on the school premises.
2. To organise entrance/exit of pupils to the dining hall, their seating arrangements and the dinner queue, ensuring good behaviour and calm atmosphere.
3. To deal with any behaviour issues that may occur using own judgement (to intervene or call for assistance), report incidents to Head Teacher/Senior Leader/class teacher according to severity of incident.
4. To encourage and assist pupils to eat their lunch, providing special attention that certain pupils may need, any special dietary needs with special needs or disabilities.
5. Ensure that the children are behaving appropriately in line with the schools behaviour policy at all times including the dining room, playground and during wet lunch times.
6. To supervise, when necessary, the returning, scraping and stacking of plates.
7. To clean up spillages when food is spilt or dropped and dealing immediately to spillages, which are hazardous to pupils/staff.
8. To deal with body spillages in the dining hall in accordance with the school's health and safety procedures and to support pupils appropriately, e.g. providing clean clothing, seeking medical assistance from named First Aider.
9. To have shared responsibility with other School Meals Supervisory Assistants (SMSAs) and/or teachers for the maintenance of order and discipline in the dining hall.



### **PLAYGROUND DUTIES**

1. To ensure pupils are adequately dressed for the prevailing weather conditions, where necessary, when going into the playground.
2. To supervise and control entrance to school during the lunch break to ensure children do not leave the playground. Check on any strangers who may enter the school premises and report to Headteacher/Senior Leader.
3. To direct pupils to playground and supervise their activities. To monitor the behaviour of pupils in the playground, ensuring their safety and well being, being aware of changes in friendships and providing emotional support where necessary.
4. To act as a play leader, and join in games on the playground as appropriate, during the play period of the pupils in school at lunch time and be with them at all times during the lunch break.
5. To discourage any dangerous activities. To deal with any behaviour issues that may occur using own judgement (to intervene or call for assistance), reporting incidents to Head Teacher/Senior SMSA according to severity of incident.

### **OTHER DUTIES**

1. To supervise and control pupils on the school premises (hall and classrooms etc); movement of pupils through corridors, when they are not allowed outside in inclement weather. In inclement weather to supervise "wet play" as directed.
2. To be aware of the cultural differences of pupils and of the school's policies on equal opportunities, especially with regard to racism and sexism. To deal with any incidents of racism and sexism in accordance with the school policy.
3. To ensure that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the school's agreed procedures.
4. Ensure that you are a strong, positive role model for the children and other staff.
5. To adhere to all the school's policies, e.g. procedures on child protection and health & safety.
6. Actively participate in any appropriate training when required.

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



## **'learning, living, laughing'**

### **Personal Specification**

#### ***Knowledge and experience***

- First Aid qualifications or willingness to complete First Aid training.
- Basic hygiene procedures.

#### ***Abilities and Aptitudes***

- Ability to deal with a wide range of situations with patience, confidentiality, courtesy, sensitivity and good humour;
- Ability to work in a team;
- Ability to follow written and verbal instructions and procedures in a consistent and fair manner;
- Ability to develop appropriate relationships with the pupils, whilst maintaining professional boundaries at all times;
- Flexibility to deal with change if the need arises.

#### **General Accountabilities**

- The details provided in this job description are to provide an indication of the nature of the role. Additional duties may also be requested of the role holder, where reasonable.
- Support continuous improvement in both personal performance and the work of the team.
- So far as reasonably practicable, the role holder must promote safe working practices by employees on school premises and work areas to maintain a safe working environment for all employees and service users. These are defined in the Health & Safety Policy and associated documentation.
- The role holder must work in compliance with the schools code of conduct, regulations and policies, including its commitment to equal opportunities.
- The role holder will be expected to ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Establish effective professional relationships within school where appropriate.
- Take responsibility for personal professional development, participating in Performance Management and working towards targets as agreed with the line manager.
- Attend meetings within directed time, as requested by the line manager.