



SCHOOL MEALS SUPERVISORY ASSISTANT JOB DESCRIPTION

**1 1/2 hrs per day [Monday – Friday] Term Time Only
VTG6, SP10 (£15,613) FTE**

Post: SMSA

Line Managed by: Lead SMSA

Responsible to: Deputy Head Teacher

Key Outcomes:

- To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting. Support children when eating if required.
- Report behaviour observations to a teacher in order for them to maintain the school's standard of discipline and behaviour.
- Supervise and manage disruptive behaviour Work to Trust and Academy policies to maintain a safe environment for pupils and other staff.
- Liaise with First Aiders as and when required.
- Undertake professional duties that may be reasonably assigned by the Principal or line manager including training and performance management.

General Accountabilities:

- To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting. Support children with eating when required
- Clear and tidy the lunch hall and playground
- Work to Trust and school policies to maintain a safe environment for pupils and other staff.
- Set a good example in terms of dress, punctuality and attendance.
- Undertake professional duties that may be reasonably assigned by the Principal.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and keep confidences as appropriate.
- Promoting and safeguarding the welfare of children and young people within the school.
- To ensure all personal data is processed in line with General Data Protection Regulation.
- Comply with and assist the development of policies and procedures relating to all school and Trust policies including Child Protection, Health and Safety, confidentiality and Data Protection, freedom of information and reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop positive relationships and communicate with other agencies/professionals.

- Develop constructive relationships and liaison between managers/teaching staff and associate staff.
- Promote the social, emotional and behavioural standards defined by The Dolphin School.
- Provision of personal, social, hygiene, welfare and behaviour support for students.

The Dolphin School is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.