



Job Description

Job Title: School Meals Supervisory Assistant (SMSA)	Service Area: Education
School: Earlsmead Primary	Reporting To: Deputy Head Teacher / Senior SMSA
Grade: SC1B	Date last updated: October 2016

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To supervise pupils, during the lunch period in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.

Main Duties

1. To report to the Deputy Headteacher/ Senior SMSA at the beginning of the lunch period and receive instructions with regard to duties e.g. special attention certain pupils may need, any special dietary needs, pupils who are allowed off school site etc.

Key Tasks and Accountabilities

Dining Hall Duties

1. Before pupils enter the Dining Hall, to ensure those pupils have visited the toilet and washed their hands where appropriate.
2. If a child has messed him/ herself, wash child and change clothing where appropriate and in accordance with the Council's infection control procedures.
3. To organise the dinner queue and entrance of pupils into dining hall and from dining hall into playground, ensuring good behaviour and calm atmosphere. To deal with any bullying/ fighting that may occur using own judgement (to intervene or call for assistance) and report incidents to Senior SMSA/ Deputy Headteacher according to severity of incident.
4. To direct pupils to seats, decide on seating arrangements, and separate problem pupils where necessary.
5. To encourage pupils to eat (including those with packed lunches) especially those with special needs or disabilities and to assist children with cutting up of food where necessary.
6. To encourage social skills and good table manners, ensuring safety with knives and forks, to assist in pouring gravy or water where appropriate and to organise scraping and stacking of dinner plates/ beakers and ensure cutlery is not thrown into food waste bucket.
7. To clean up area when food is split or dropped, where such spillage's are hazardous to both pupils and staff.
8. To deal with body spillage's in the dining hall in accordance with the council's infection control procedures, to change clothing and wash pupil if necessary and to ensure that pupil goes to the medical room.
9. To have shared responsibilities with other SMSA's and/or teachers. For the maintenance of order and discipline in the dining hall.

Playground Duties

1. Where appropriate, to collect pupils from classroom if going straight into the playground, and to ensure that they are adequately dressed for the prevailing weather conditions where necessary.
2. To supervise and control entrance to the school during lunch break to ensure children do not leave the premises. Check on any strangers who may enter the school premises; be observant of any loiterers any report to the Senior SMSA/ Deputy Headteacher.

3. To direct pupils to the playground and supervise their activities. To monitor the behavior of pupils in the playground, ensuring their safety and wellbeing, providing emotional support where necessary.
4. To prevent bullying, counsel children, be aware of changes in friendships, encourage socializing, play etc. and occasionally participate in games.
5. To discourage dangerous activities. Deal with any bullying/ fighting that may occur using own judgment (to intervene or call for assistance) reporting incidents to Senior SMSA/ Deputy Headteacher according to the severity of incident.
6. To report any bad behavior, assaults, carrying of weapons by pupils or thefts of belongings which may occur during the lunch break.
7. To ensure that pupils who leave the school site have permission to do so.

Other Duties

1. To lock and secure classrooms which contain personal belongings of staff and pupils.
2. To supervise and control pupils on the school premises (hall/ classrooms) movement of pupils on stairs and through the corridors, when they are not allowed outside due to inclement weather.
3. In inclement weather the decision as to whether the SMSA's take the pupils into the playground or stay inside will be made by the Deputy Headteacher. As a general rule, SMSA's will not take pupils into the playground if it is raining, snowing, foggy or extremely cold.
4. To be aware of the cultural differences of pupils and the council'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 council's policy and agreed procedures within the school
5. To check toilet areas regularly for signs of pupil blocking of toilets and wash basins and to ensure pupils are not loitering or playing in the toilet areas. To report and damage or blockages to Caretaking Staff.
6. To report any incidences of body spillage's outside the dining hall to the Senior SMSA/ Deputy Headteacher.
7. To ensure that all pupils who suffer any injury/ accident are dealt with appropriately in accordance with the school's agreed procedures.
8. To undertake such other duties consistent with the purpose of the job and/ or main activities or duties.