

Schools Midday Supervisory Assistant (SMSA)

West Drayton Academy

Job Description

Reporting to	Lead Learning Mentor / Principal
Grade	Scale 1c Points 2 to 3
Notice period	8 working weeks
Job Purpose	
To ensure the safety, welfare and good conduct, either individually or as part of a team, of pupils at lunchtimes, during the midday break period.	

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

General:

- To set up hall prior to lunch (tables, benches, screens, cutlery, water, salads)
- To tidy hall and pack away after lunch
- To work under the direction of line managers and to undertake duties for all children across the academy
- To ensure that there are as few incidents as possible during lunchtime
- To deal with any incidents during lunchtime in the appropriate manner (in line with the school's Behaviour Management Policy).
- To treat all children with respect.

In the school hall:

- To control the entry of pupils into the school and into the dining room
- To control the children's behaviour whilst they collect and eat their meals
- To supervise the eating of lunch, maintain discipline, maintain the correct use of cutlery and drinking water, and encourage pupils to eat their meal.
- To assist younger children with opening food or cutting food
- To encourage polite conversations at each table
- To supervise, when necessary, the returning and stacking of plates
- To dismiss all the children at each table once it is tidy or take the children to the playground
- In the event of any spillage, to take necessary action immediately to avoid possible accident

On the playground:

- To ensure that all areas of the EYFS, KS1 & KS2 playground are supervised (particularly the climbing frames)
- To ensure that pupils at any time are not left unsupervised during the lunch period.
- To take the reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others

- To actively engage the pupils in a variety of activities.
- To manage, distribute and collect playground equipment in the large storage boxes
- To support the lunchtime Learning Mentors and Life Skills Leaders in their role of playing with the children
- To deal with low level incidents/disputes between children and record on incident slips.
- To report high level incidents/disputes, including physical violence and verbal abuse, to the Learning Mentor or a senior member of staff
- In the event of any minor injuries (e.g. small cuts, grazes or bumps) the SMSA is to treat the pupils on the playground and record in the injury book.
- In the event of more serious injuries (including head injuries) the SMSA is to send the child/ren to the Welfare Room.
- To monitor the use of the EYFS toilets to ensure all children are safe.
- In the event of any sickness the SMSA is to send the pupil to the Welfare Room.

During wet play

- To cover classes listed on the playground rota or assigned by line manager.
- To ensure that all children are safe and well in the class
- To ensure that all children are following the 'Wet Play Guidelines'
- To engage in activities with the children during wet play

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Previous experience of working/helping within a school A First Aid qualification
Skills & Knowledge	<ul style="list-style-type: none"> The ability to work well as a team The ability to work off own initiative The ability to follow instructions as set by Lead Learning Mentor and line manager The ability to guide and supervise all the children across the school 	<ul style="list-style-type: none"> An interest and willingness to undertake appropriate training as offered
Personal Qualities	<ul style="list-style-type: none"> Patient, tolerant, sympathetic and, fair but firm Enjoy being with children Hardworking and conscientious A willingness to be flexible A respect of confidentiality 	