



## JOB DESCRIPTION

**JOB TITLE** School Meals Supervisory Assistant Scale 1

**HOURS** 1.5 hours per day. Term time only

**RESPONSIBILITY** Pastoral Care Manager (PCM)

### 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 /PCM/Senior SMSA at beginning of the lunch period and receive instructions with regard to duties e.g. special attention certain pupils may need, any special dietary needs

#### (a) Dining Hall duties

2. Before pupils enter the dining hall, to ensure that pupils have washed their hands.

3. If a pupil has messed him/herself, wash child and change clothing where appropriate and in accordance with the Council's infection control procedures.

4. To organise the entrance of pupils into the dining hall and from dining hall to playground; ensuring good behaviour and a calm atmosphere. To deal with any bullying/fighting that may occur using own judgement (to intervene or call for assistance), report incidents to Head teacher/PCM/Senior SMSA according to severity of incident.

5. To direct pupils to seats; decide on seating arrangements, and separate problem pupils where necessary.

6. To encourage pupils to eat (including those with packed lunches) especially those with special needs or disabilities and to assist children with cutting up their food where necessary.

7. To encourage social skills and good table manners, ensuring safety with knives and forks; to assist in pouring water where appropriate and to organise scraping and stacking of dinner plates/beakers and ensure cutlery is not thrown into food waste bucket.

8. To clean up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.

9. To deal with body spillages 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 medical room.

10. To have shared responsibility with other SMSAs and/or teachers for the maintenance of order and discipline in the dining hall.

11. To be familiar with the Allergy and Dietary Needs Report and be aware of any food allergies for individual children, their medical needs and an emergency action, including checking if children are wearing their allergy bands.
12. To observe and assist the children with allergies and/or dietary needs at lunchtime in order to reduce the opportunity for them to share food or to have food they are allergic to.

## **(b) Playground duties**

13. Where appropriate, to collect pupils from classroom if going straight into playground, and to ensure that they are adequately dressed for the prevailing weather conditions where necessary.
14. 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, be observant of any loiterers and report to Headteacher/PCM/Senior SMSA.
15. To direct pupils to playground and supervise their activities. To monitor the behaviour of pupils in the playground, ensuring their safety and well being, providing emotional support where necessary.
16. To prevent bullying, counsel children, be aware of changes in friendships, encourage socialising, play etc. and occasionally participate in games.
17. To promote the school's problem solving approach and follow the Behaviour Policy.
18. To discourage any dangerous activities. To deal with any bullying/fighting that may occur using own judgement in conjunction with the school behaviour procedures (to intervene or call for assistance), reporting incidents to Head Teacher/PCM/Senior SMSA according to severity of incident.
19. To report any bad behaviour or theft of belongings which may occur during the lunch break to the Head teacher/PCM/Senior SMSA.

## **(c) Other duties**

20. To supervise and control pupils on the school premises (hall and classrooms etc); movement of pupils on stairs and through corridors, when they are not allowed outside in inclement weather.
21. In inclement weather the decision as to whether the SMSAs take the pupils into the playground or stay inside will be made following consultation between the Head teacher /PCM and SMSAs.
22. To be aware of the cultural differences of pupils and of the Council's policies on equal opportunities, especially with regard to racism, sexism and homophobia. To deal with any incidents of racism, sexism and homophobia in accordance with the school's agreed procedures.
23. To check toilet areas regularly for signs of pupils' vandalism/blockage of toilets and wash basins and to ensure pupils are not loitering or playing in toilet areas. To report any damage or blockages to the Premises Manager.
24. To report any incidents of body spillages outside dining hall to the Senior SMSA/PCM/Head teacher.
25. To ensure that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the school's agreed procedures.
26. To report any safeguarding issues using the correct procedures.
27. To complete relevant Safeguarding, Health & Safety and Data Protection training as directed by the school (i.e. EpiPen training, Fire awareness, Control of Infections, Introduction to GDPR and Data Protection).

28. To undertake any other duties consistent with the purpose of the job and/or main activities or duties.
29. Be aware of and comply with the school policies and procedures, especially relating to safeguarding and child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
30. Contribute to the overall ethos of the school and actively promote the school values when working with other colleagues and the children.
31. Participate in relevant meetings, training, other learning activities and performance development as required.

# Person Specification

## SMSA

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Knowledge and Experience: evidence of</b>  |           |           |
| Experience of supporting students with learning difficulties and/or disabilities.             |           | *         |
| <b>Skills and Personal Qualities: evidence of</b>   |           |           |
| Good communication skills   | *         |           |
| Basic computer skills   | *         |           |
| An ability to take responsibility for tasks without direct supervision.                       | *         |           |
| An ability to work with young people with a wide range of support needs.                      | *         |           |
| A commitment to treating people equally and with a respect for diversity.                     | *         |           |
| An ability to work well with others.  | *         |           |
| An ability to work flexibly.  | *         |           |
| A willingness to undertake further training, if necessary, to meet the needs of the students. | *         |           |
| A commitment to putting the needs of students first.  | *         |           |