

JOB DESCRIPTION: School Meals Supervisory Assistant SMSA (Scale 1)

| | |
|----------------------|---|
| Hours: | 12.00 – 1.30 pm Term time only (40 weeks) |
| Contract: | Permanent |
| Line Manager: | Deputy Headteacher (for performance) |
| Responsible to: | Senior SMSA (for reporting purposes) |
| Probationary period: | 6 months |

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 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 to be allowed off school site etc.
2. To contribute to and support good systems of verbal communication.
3. To provide feedback to members of the team to ensure high standards of provision.
4. To ensure all children receive a positive lunchtime experience with a focus on children's safety and well-being.

(a) Dining Hall duties

1. Ensure the welfare and safety of all children including:
 - a. Ensuring that children have visited the toilet and washed their hands where appropriate.
 - b. Supporting a child in instances of accidental incontinence in accordance with the school policy and Haringey's infection control procedures.
 - c. Encouraging high standards of behaviour (lining up, respectful relationships towards one another and staff). To respond to any incidences of bullying/fighting that may occur using own judgement (to intervene or call for assistance), reporting incidents in accordance with school policy.
 - d. Managing good table manners and address issues as they arise. Ensure the safe use of cutlery, provide water to children and help with clearing plates.
 - e. Encourage pupils to eat appropriate amounts of food, including those with packed lunches and especially those with special needs or disabilities. Assist children with cutting up food where necessary.
 - f. Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
 - g. Dealing 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.
2. To ensure a shared responsibility with other SMSA's and/or teachers for the maintenance of order and discipline in the dining hall.

(b) Playground duties

3. Ensure the welfare and safety of all children including:
 - a. Where appropriate, by collecting pupils from the classroom (if going straight into playground) and ensuring that they are adequately dressed for the prevailing weather conditions where necessary.

- b. Supervising and controlling the entrance to school during the lunch break to ensure children do not leave the playground. Challenge any strangers who may enter the school premises, be observant of any loiterers and report to Deputy Headteacher/Business Manager/Headteacher.
- c. Directing pupils to the playground and supervising their activities. Monitoring the behaviour of pupils in the playground, ensuring their safety and well-being, providing emotional support where necessary.
- d. Preventing bullying, listening and responding to the children's needs, being aware of changes in friendships, etc. and occasionally participate in games.
- e. Encouraging high standards of behaviour (lining up, respectful relationships towards one another and staff). To respond to any incidences of bullying/fighting that may occur using own judgement (to intervene or call for assistance), reporting incidents in accordance with school policy.
- f. Ensuring that pupils who leave the school site have permission to do so (only if required by the Deputy Headteacher/Headteacher).

(c) Other duties

4. Maintain a flexible approach to your work. In particular:
 - a. Supervising and maintaining safe ways of walking around the premises when the children are kept in due to inclement weather. As a general rule, SMSAs will not take pupils into the playground if it is raining, snowing, foggy or extremely cold.
 - b. Being aware of the cultural differences of pupils and of the Council's policies on equal opportunities, so that an inclusive approach to the children's provision is adopted at all times. Support school policies in relation to any incidents of prejudiced behaviour in accordance with the Local Authority's policy and any agreed procedures within the school.
 - c. Regularly checking toilet areas are being used appropriately. Report any damage or blockages to premises staff.
 - d. Reporting any incidents involving bodily fluids (vomit, blood, etc.) outside of the dining hall to the Senior SMSA.
 - e. Ensuring that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the school's agreed procedures.
 - f. Taking part in relevant training, including First Aid and Child Protection.
 - g. Being prepared to undertake such other reasonable duties commensurate with the post and as directed by the Headteacher.

PERSON SPECIFICATION: School Meals Supervisory Assistant SMSA (Scale 1)

Candidates will be asked to describe their experience, knowledge and skills under the areas outlined in the candidate specifications if shortlisted for interview:

| | | |
|--|---|----------------------------|
| Experience | <ul style="list-style-type: none"> • Experience of working with children of Primary School age in a learning environment. • Experience of working as a member of a team. | Desirable Desirable |
| Qualifications/Training | <ul style="list-style-type: none"> • Good communication skills • The ability to keep simple records (accident book) | Essential Essential |
| Knowledge/Skills | <ul style="list-style-type: none"> • Approachable • Committed • Punctual • Ability to support colleagues • Ability to supervise groups of children • Constantly improve own practice/knowledge through self-evaluation and learning from others • Ability to relate well to children and adults; be able to sensitively support pupils particularly those with special needs, who may need help to make relationships with peers • Awareness of the frameworks under which we work to ensure the safety and well-being of all children in an educational environment. • The ability to communicate concerns and celebrate achievements reporting such issues that should be brought to the attention of senior SMSA, teachers or senior staff of the school. • Knowledge of First Aid (able to administer First Aid for minor injuries). | All Essential |
| Equal Opportunities | <ul style="list-style-type: none"> • Commitment to the implementation of the school's policies relating to equal opportunities, special educational needs and safeguarding of children. | Essential |
| Continuing Professional Development | <ul style="list-style-type: none"> • Willingness to undertake additional training / staff development as appropriate. • Ability to reflect on your own professional practice. | Essential Essential |
| Safeguarding of children | <ul style="list-style-type: none"> • To work in a way which promotes the safety and well-being of children. | Essential |