



SCHOOL MEALS SUPERVISORY ASSISTANT JOB DESCRIPTION

Job Title	School Meals Supervisory Assistant
Pay range	£14.44 per hour (inclusive of London Weighting), for 7.5 hours a week, term time only
Reports to	<i>Lead SMSA (in under the direction of the Deputy Head teacher)</i>
Staffing Responsibility	N/A
Restricted	No
Hours of work	Monday to Friday, 12.00pm - 1.30 pm
Job Purpose: To work under the direction and instruction of senior staff, to supervise pupils during the lunch time period, in dining hall, playground and school premises, ensuring the conduct, welfare, safety, physical and mental wellbeing of pupils and maintenance of good order and discipline.	

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Under the instruction of the Headteacher, or nominated member of the teaching staff.

As a member of a team led by the Senior Midday Supervisor under the direction of the Deputy Head, to be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break: -

1. To maintain order and the safe transfer of pupils to and from the dining area.
2. To positively encourage good behaviour and table manners and hygiene.
3. To assist younger pupils where necessary whilst they are taking a meal.
4. To actively supervise the dining room procedures: -
 - assisting with the service at the table
 - training children in the correct use of cutlery
 - clearing and stacking table equipment and serving dishes
 - wiping and re-setting tables if necessary
 - cleaning up food and water spillages on tables and floors
 - supervising general conduct in the dining hall i.e. controlling queues, returning plates and cutlery etc
5. assisting children with the choice of meals, being especially aware of special or restricted diets for medical, religious or cultural reasons from information provided by the school
6. assisting children with their packed lunch when necessary.
7. Give basic first aid to injured children, involving assessment of the problem, calling the assistance of the nominated first aider or delivering the child to the first aid room.
8. Be vigilant in the area of safety, ensuring that wet floors, spills etc. which could be a hazard are dealt with promptly and bringing other safety issues to the attention of the Site Manager or Senior Leader.
9. Be aware of the different racial, religious gender and ability groups within the school population and the schools policy of equal treatment for all. This means discouraging the use of racist or sexist remarks, or derogatory terms about disabled people, among the children, and under no circumstances using such terms about or to the children.



10. Maintain a confidentiality of the life of the school ensuring that problems are reported to the Headteacher or a member of the teaching staff and never directed to parents.
11. To report initially to the school office and then the Deputy Head in the case of absence.
12. Be responsible for organising play activities in the playground or indoors if a wet playtime.
13. Ensure that misbehaviour is dealt first by yourself through implementing the school's Behaviour Policy.
14. Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy and liaise with the Deputy Head and teaching staff of the school when necessary.
15. To contribute as a member of a team to the ethos and environment of the school.
16. To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
17. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection/safeguarding children, staff code of conduct
 - health, safety and security, behaviour policies and other school rules,
 - confidentiality, and data protection.
18. Supervise and interact with pupils during the lunch break, encouraging positive social skills and good behaviour in pupils.
19. Encourage inclusive and positive play in the playground and inside school during wet/adverse weather conditions.
20. Ensure pupils are dressed appropriately for the prevailing weather conditions.
21. Understand the Healthy Eating Agenda in schools and encourage healthy eating to pupils in assisting pupils in their choice of meals.
22. Be vigilant in the playground, and recognise potential dangers.
23. To supervise and observe entrance to the 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 the Headteacher/Senior Staff member.
24. Ensure accidents/incidents are reported and recorded in the accident/incident book in line with the school's policy.
25. By agreement, accompany staff and pupils on school trips.
26. Participate in training and development activities and programmes, and attend and participate in meetings as required.
27. Maintain confidentiality in relation to pupil information and report problems/issues as well as significant matters with regard to pupil's play and behaviour to a relevant teacher or senior member of staff immediately.
28. Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.



PERSON SPECIFICATION

Essential

1. Experience of working with children from 4 to 11 years of age;
2. Experience of working in an inner city, multi-ethnic, environment;
3. Experience of working with pupils who speak English as an additional language;
4. Commitment to equal opportunities;
5. Ability to work as part of a team;
6. An understanding of how to promote good behaviour;
7. Ability to use initiative.
8. Ability to communicate in English – oral and written
9. Ability to support pupils with a range of Special Educational needs and disabilities.

Desirable

1. Ability to speak one of the main community languages spoken in school (Gujarati, Tamil, Urdu, Somali);
 2. Accredited training in the area of childcare/child development.
 3. First Aid training
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