



## SCHOOL MIDDAY SUPERVISORY ASSISTANT (SMSA) JOB DESCRIPTION

**REPORTS TO:** SAFEGUARDING AND PASTORAL OFFICER

**SUPERVISES:** NIL

**GRADE OF POST:** Scale 2

**PURPOSE OF THE JOB:** 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.

### **MAIN RESPONSIBILITIES AND TASKS:**

The normal duties of the post holder will usually include the following:

1. To set up the dining halls before the lunch break and to clear away at the end.
2. To control the entry of pupils to the hall and their behaviour whilst they collect their lunches or lunch boxes and find a seat.
3. To supervise the eating of lunch, maintaining a calm atmosphere.
4. Kindly encourage pupils to eat their meal and make healthy choices. Talk to the child asking them why they are not eating and report any concerns to the class teacher.
5. In the event of any spillage, to take necessary action immediately to avoid possible accidents. Clean tables as they are vacated.
6. To supervise the play periods during the lunch period, including setting up and putting away of the play equipment.
7. To ensure that where more than one sitting is required involving pupils coming in from playgrounds or classrooms and others going out to playgrounds or into classrooms, there is no period when the playground is left unsupervised.
8. 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.
9. To play with, and support, the pupils in their games.
10. In the event of any injuries to the pupil to treat them if there are minor injuries (e.g. small cuts or grazes) and to report to the Welfare Assistant more serious injuries. To follow accident reporting procedures at all times.
11. Always make sure that the medical bag goes with the class, making sure there is easy and quick access to allergy medications and inhalers, this includes the playground.
12. In the event of any sickness to the pupils, clean the pupil and the affected area and refer the pupil to the School Welfare Assistant.
13. Deal positively with behaviour, rewarding good behaviour with praise and stickers and issuing appropriate sanctions in line with the behaviour policy.

14. Communicate with the line manager and class teachers any issues with children’s behaviour and record in class behaviour book.

15. Any other reasonable duties as directed by your line manager.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### PERSON SPECIFICATION

#### School Meals Supervisory Assistant

	<u>Essential</u>	<u>Desirable</u>
Educational Achievements, Qualifications and Training.	<ul style="list-style-type: none"> <li>There must be evidence of good language and communication skills. We will ask you to complete a KS1 English SATs paper.</li> </ul>	
Learning Support Assistant Experience.	<ul style="list-style-type: none"> <li>Experience of working with children</li> </ul>	
Job related knowledge aptitudes and skills.	<ul style="list-style-type: none"> <li>An understanding of the needs of primary aged children</li> <li>Ability to employ a range of strategies appropriate to differing needs and abilities</li> <li>Ability to communicate sensitively and effectively with a variety of pupils.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the routines of a school.</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>An understanding of and commitments to equality of opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a multicultural school</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Personal “presence” and confidence. Warmth and sensitivity, flexibility and maturity of approach, enthusiasm and a sense of humour</li> <li>Good communication skills</li> <li>Willingness to take part in the broader life of the school</li> <li>A commitment to teamwork and the ability to promote the qualities required for effective teamwork</li> <li>Tact and diplomacy</li> <li>Integrity and confidentiality</li> </ul>	
Physical	<ul style="list-style-type: none"> <li>Ability to cope with the physical demands of the post</li> </ul>	
	<ul style="list-style-type: none"> <li>Excellent punctuality and attendance</li> </ul>	