

POST TITLE: School Meals Supervisory Assistant (SMSA)	GRADE: 1
RESPONSIBLE TO: Headteacher / Deputy Headteacher/Assistant Headteacher (<i>as appropriate</i>)	

Responsible for: No direct reports

Purpose of role:

Assist in the supervision of pupils during the midday break, ensuring the safety, general welfare and behaviour of pupils during this period.

Principle Accountabilities:

Support for Pupils:

- To supervise pupils in designated areas of the school or used by the school (including playground or other offsite and external spaces) immediately before, during and after midday break.
- Ensure pupil safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and seeking relevant assistance.
- To supervise the safe movement of pupils to and from dining areas or where they are eating their lunch, including any personal hygiene requirements (e.g. handwashing) as required.

Support for School:

- Contribute to the promotion of the school's healthy school status and policy with particular regard to healthy eating.
- Pass relevant information (i.e. pupil behaviour, incidents/accidents) to the school leadership team/teacher as required at the end of the lunch time period.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

- Assist school and catering staff with basic cleaning and general duties in and around dining areas including clearing tables, wiping them down and resetting according to meals.
- Assist in the setting up and removing of furniture/play equipment in parts of the school other than the dining room where necessary.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	Essential (E) or Desirable (D)
Education/Qualifications	
Basic level of numeracy and literacy	E
Experience	
Working collaboratively as part of a team	E
Supervising pupils in a school environment	D
Working in line with Health and Safety policies	D
Behaviours	

Natural communicator	E
Approachable and empathetic	E
Positive attitude	E
Skills	
Good verbal communication skills; able to communicate clearly	E
Ability to prioritise and multi task	E
Able to undertake the physical demands of the role including bending, lifting and stretching e.g. putting out and packing away tables, clearing tables, clearing up spillages	E
Resilience to work in times of adverse weather conditions e.g. during periods of supervision outside in the playground, there is potential for exposure to heat and cold which on occasions, may be higher than normal.	E
Basic knowledge of First Aid or First Aid qualification	D
Knowledge and understanding of the welfare and social needs of pupils during the midday break	D