LONDON SOUTH EAST ACADEMIES TRUST

CANIDATE PACK

School Meal Supervisory Assistant



Start date:
ASAP

Location:
Christchurch Road,
Virginia Water,
GU25 4PX

Part of

Elevare® CIVIC EDUCATION GROUP

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Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities



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Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



> The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

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Job Title: School Meal Supervisory Assistant

Salary: H13 on the LSEAT Harmonised Pay Scale

Contract Type: 10 hours per week, 38.2 weeks per year (term time only)

Reporting To: Headteacher

We require a School Meal Supervisory Assistant who has lots of energy and enthusiasm to support the special students attending our school at Virginia Water during the lunch period.

You will support the educational and care needs of the special students, working alongside the existing school staff at Manor Mead Virginia Water.

The role would suit those with school experience, graduates or those who have spare time looking for additional hours in a rewarding, happy environment.

Manor Mead is an Outstanding primary school for pupils, age 4-11, with severe, profound and multiple learning difficulties, some with associated autism and Complex Social and Communication Needs (CSCN).

We have two sites; one in Shepperton (PMLD, SLD, associated Autism) and one in Virginia Water (CSCN, ASD).

We offer a calm, supportive and highly structured environment, where pupils are known well and supported to make meaningful progress in both their learning and personal development. Our staff work as a skilled, multidisciplinary team, delivering personalised provision that reflects each pupil's individual needs, strengths and aspirations.

The school has a strong culture of collaboration, reflection and continuous improvement, and places a high value on developing staff expertise within a specialist and deeply rewarding area of education.



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Job Description

Job Purpose
To provide support and help, under the direction of School staff, for all pupils during lunch and to maintain a healthy and safe environment after lunch and during playtimes.

Main responsibilities
This job specification serves to indicate the range of duties and responsibilities. It is not exhaustive and cannot cover every eventuality.

Pre Lunch

- To lay tables and set out furniture/specialist equipment required. This may involve supervising or aiding a pupil to carry out these tasks.
- To tidy the classroom or set out playtime activities.

Lunch Time

- To fetch meals/support pupils to collect meals from hatch. To cut up/ chop as directed by School staff
- To feed or support pupils to self feed where required.
- To promote appropriate eating/feeding skills following individual programmes and general guidelines.
- To promote appropriate behaviour at the lunch table, to act as a role model, to encourage social conversation.
- To clear plates, or help pupils to clear plates.





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After Lunch

- Wash cups, mats, bibs or flannels as needed.
- Wash down any chairs or tables belonging to the Class.
- Change pads or help toilet children as required.
- Change and wash any child who is wet, soiled or sick. Rinse through clothing and bag it up to be sent home.
- Supervise and promote good hygiene skills eg flushing toilet and washing hands.

Play Time

- Supervise all children and ensure their safety.
- Deal with minor cuts and grazes. Take any more seriously injured children to the School Nurse.
- Take children to the toilet/to be changed.
- Encouraging all children to play and explore. Show them how to play/use equipment appropriately but also give each child some free time.
- Join in their games. Praise good behaviour.
- Put away all toys. Ensure sheds/garages are locked.
- Supervise the return to Class and help pupils, as necessary, to remove outdoor clothing.

NB: Never leave the playground before telling another member of staff where you intend to go and why – always ensure that there will be sufficient staff remaining on duty.

General responsibilities

- Fill in Accident or Behaviour reports as needed.
- School staff will always advise on individual programmes. The expectations for one pupil will be very different from those of the next. It is the SMSA's duty to ensure that she/he knows what is expected of each pupil.
- SMSAs should read Playground Guidelines to support pupils' behaviour.
- SMSAs should read the Learning and Communication Passports for the pupils they are supporting.

General Requirements

- Take on any additional responsibilities which might, from time to time, be determined.
- Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.
- Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.
- Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation. Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices. This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Our Values

SUCCESS
Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK
We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT
We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT
We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE
Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

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Specification	Essential	Desirable
Qualification		First Aid Certificate
Experience	Practical experience with children	Experience of pupils with learning difficulties and challenging behaviour
Disposition / personality	• Tolerant • Able to work unsupervised • Discreet • Outgoing	Able to act on own initiative
Skills	• Able to initiate games • Able to deal with emergencies • Able to communicate effectively with pupils and staff	
Health	• Physically fit • Able to lift and move furniture and large toys	
Other Factors	Able to maintain confidentiality	Willingness to participate in the wider life of the School





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How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page here.



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