

## Job Description - Special School SMSA

---

<b>Job title:</b>	SMSA	<b>Ealing GLPC Grade:</b>	Scale 3
<b>School:</b>	Special Schools		
<b>Line manager:</b>	Headteacher / SBM/ Senior SMSA		
<b>Supervisory responsibility:</b>	None, apart from assisting in work familiarisation of new members of staff.		
<b>Hours:</b>	12.5 hours per week with the possibility of additional hours as required.		

---

### Main purposes of the job

- Working in a team to ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school who will have varying complex special needs.
  - Be responsible for making the experience of lunchtime a positive experience for all.
- 

### Main duties and responsibilities

1. To supervise the children at all times during lunchtime on the school premises taking into account individual special education needs.
2. To prepare the dining area, putting out tables, chairs, cutlery etc. and following agreed manual handling procedures.
3. Ensure that the children are behaving appropriately in line with the schools behaviour policy at all times including the dining room, playground and during wet lunch times.
4. To follow guidance of class staff to promote appropriate behaviour particularly when working with pupils' with more challenging behaviours.
5. To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period ensuring that play activities are appropriate to their age and disability.
6. Participating in physical activities with a pupil/s if appropriate.
7. To recognise that some pupils have communication difficulties and to use alternative communication techniques if required.
8. To act sensitively to pupils' differing needs at all times.
9. To assist and enable children with complex feeding needs during meal times, making it a pleasant and relaxed experience.
10. To follow guidance from professionals on any special individual feeding plans during mealtimes.
11. In the event of any spillage inform the appropriate person and take necessary action immediately to avoid possible accidents.
12. To assist/help pupils that have personal care needs this could include changing incontinence pads and soiled clothing and must include agreed local manual handling procedures.
13. To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.

## Job Description - Special School SMSA

14. In the event of any injuries deal immediately with the situation referring to the appropriate person and following the schools policy and procedure.
15. To follow the schools guidance on healthy and safety, manual handling, outdoor play and personal care needs.
16. To follow the schools policy and procedures on child protection.
17. To challenge and report any stranger on site.
18. Keep the appropriate person informed of any information that may relate to a child's wellbeing and health and safety.
19. Ensure that you are a strong, positive role model for the children and other staff.
20. To undertake broadly similar duties commensurate with the level of the post.
21. To adhere to all the schools policies.
22. Actively participate in any appropriate training when required.

---

### Signatures – line manager and job holder

**Signature of Manager:**

**Date:**

/ /

**Signature of post holder:**

**Date:**

/ /

---