

Role Description
School Meals
Supervisory Assistant

NJC Pay Range	Band A
Responsible To:	Principal / Vice Principal

Main Purpose of the Post

- To supervise pupils during the lunch period in the dining hall, playground areas and school premises, ensuring the health and safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline under the direction of the appropriate person as identified by the Principal

Objectives

- To promote the Academy's positive identity and "Can Do" ethos
- To facilitate and encourage a lunch time provision which enhances the experience of students and helps to achieve their individual potential

Key Areas of Responsibility

- To ensure that pupils have visited the toilet and washed their hands before going to the dining hall for lunch.
- To organise entrance/exit of pupils to the dining hall, their seating arrangements and the dinner queue, ensuring good behaviour and a calm atmosphere.
- To deal with any behaviour issues that may occur using own judgement (to intervene or call for assistance), report incidents to the Principal/Senior Leader/class teacher according to severity of incident.
- To encourage and assist pupils to eat their lunch, providing special attention that certain pupils may need and any special dietary needs with special needs or disabilities.
- To clean up spillages when food is spilt or dropped and deal immediately to spillages which are hazardous to pupils/staff.
- To deal with body spillages in the dining hall in accordance with the school's health and safety procedures and to support pupils appropriately, e.g. providing clean clothing, seeking medical assistance from named First Aider
- To have shared responsibility with other School Meals Supervisory Assistants (SMSAs) and/or teachers for the maintenance of order and discipline.
- To ensure pupils are adequately dressed for the prevailing weather conditions, where necessary, when going into the playground.
- To supervise and control entrance to school during the lunch break to ensure children do not leave the playground. Check on any strangers who may enter the school premises and report to Principal/Senior Leader.
- To direct pupils to the playground and supervise their activities and monitor the behaviour of pupils in the playground, ensuring their safety and well-being, being aware of changes in friendships/circumstances and providing emotional support where necessary.
- To lead on playground games and activities, encouraging socialising and play.
- To discourage any dangerous activities.

- To deal with any behaviour issues that may occur using own judgement (to intervene or call for assistance), reporting incidents to the Principal, Teacher/Senior SMSA according to severity of incident.
- To supervise and control pupils on the school premises (hall and classrooms etc); movement of pupils on stairs and through corridors, when they are not allowed outside in inclement weather.
- In inclement weather to supervise "wet play" as directed.
- To be aware of the cultural differences of pupils and of the school's policies on equal opportunities, and to deal with any incidents in accordance with the Academy policy.
- To ensure that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the school's agreed procedures.
- Ensure that you are a strong, positive role model for the children and other staff.
- To undertake broadly similar duties commensurate with the level of the post.
- To adhere to all the Trust / Academy's policies, e.g. procedures on child protection and health & safety.
- Actively participate in any appropriate training when required.
- To be responsible for promoting and safeguarding the welfare of students within the Academy and implementing all associated policies. (eg Child Protection)

Other Considerations Relevant to the Role

- Additional hours may be required to accommodate emergency feeding.
- Movement and lifting furniture/moderately heavy items integral to the role.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

NJC Pay Range

Band A

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.