

## Role Description

# School Meals Supervisory Assistant

<b>NJC Pay Range</b>	Band B
<b>Responsible To:</b>	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 in line with Trust policies (to intervene or call for assistance), reporting incidents to the Principal/Senior Leader/class teacher as appropriate.
- To have shared responsibility with other School Meals Supervisory Assistants (SMSAs) and/or teachers for the maintenance of order and discipline.
- To encourage pupils to take responsibility for their own behaviour.
- To encourage independence (providing assistance where appropriate) to pupils eating their lunch, providing guidance with appropriate cutlery and with good table manners, providing special attention that certain pupils may need special needs, disabilities or dietary requirements.
- To promote health eating in line with academy policies.
- To clear tables, wipe and reset as required and to clean up spillages immediately when food is spill or dropped
- Assist in the setting up and removing of furniture when necessary.
- 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 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 their behaviour in the playground, ensuring their safety and well-being. To being aware of changes in friendships/circumstances and provide emotional support where necessary.
- To lead on playground games and activities, encouraging socialising and play, in inclement weather supervise 'wet play' as directed.
- To supervise and control pupil movement on the school premises (hall, stairs and classrooms etc); when they are not allowed outside in inclement weather.
- To ensure that any incidents, behaviours or accidents are reported via the appropriate mechanisms in a timely manner.

- 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 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.

#### **Other Considerations Relevant to the Role**

- Able to undertake the physical demands of the role including bending, lifting and stretching e.g. putting out and packing away tables and play equipment, clearing tables, sweeping the floor, clearing up spillages.
- 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.
- Additional hours may be required to accommodate emergency feeding.

***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

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## 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.***