Job Description
SMSA (JE No: 2628)

Job title:	SMSA	**Ealing GLPC Grade:**	Scale 2
School:		**Post No:**	
Line manager:	SLT		
Supervisory responsibility:	None		

Main purposes of the job

- 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.

Main responsibilities and tasks

1. To supervise the children at all times during lunchtime on the school premises.
2. 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.
3. To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
4. In the event of any spillage inform the appropriate person and take necessary action immediately to avoid possible accidents.
5. To follow the schools policy and procedures on child protection.
6. To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
7. In the event of any injuries or sickness making sure they are dealt with according to the school's policy.
8. To engage with the children and ensure that they are active in purposeful, positive and co-operative behaviour throughout the lunchtime period.
9. To challenge and report any stranger on site.
10. Inform the appropriate member of staff in regard to behaviour at lunchtimes this includes positive and negative behaviours.
11. Keep the appropriate person informed of any information that may relate to a child's health and safety.
12. To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
13. In the event of any injuries deal immediately with the situation referring to the appropriate person and following the school's policy and procedure.
14. Ensure that you are a strong, positive role model for the children and other staff.
15. To undertake broadly similar duties commensurate with the level of the post.

16. To adhere to all the school's policies.

17. Actively participate in any appropriate training when required.

Signatures – line manager and job holder

Signature of Manager: ..... **Date:** ..../..../....

Signature of post holder: ..... **Date:** ..../..../....
