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| **POST TITLE**: School Meals Supervisory Assistant (SMSA) | **GRADE** 1 SCP 1 - 3 |
| **RESPONSIBLE TO**: Headteacher |
| **DATE:** November 2022 |

**Responsible for** No direct reports

**Key liaisons Headteacher**

**Teaching, support and catering staff**

 **Pupils**

 **External agencies**

 **Visitors**

**Hours of Work** Part-time, term time only

6.25 hours per week

**Purpose of role**

Under the direction of the Headteacher, supervise and ensure the safety, general welfare and behaviour of pupils during the lunchtime break

As one of a team to contribute to the general management, development and review of the service provided in line with the Trust/School Vision and Values, policy and other objectives.

**The post-holder will:**

* Deliver an excellent pupil supervision service at every opportunity
* Provide a professional, efficient and effective supervision service

**Duties**

* Responsible for the supervision of pupils immediately before, during and after midday meal. This includes pupils who have a school meal as well as pupils who bring their own food
* Responsible for promoting good pupil behaviour, leading by example, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Responsible for promoting and encouraging socialising and active play opportunities as appropriate
* Responsible for the supervision of hand washing as required
* Responsible for the supervision of pupils entry into the dining room including any journey or walk to the dining room which might be required
* Responsible for passing relevant information (i.e. pupil behaviour, incidents/accidents) to the class teacher at the beginning and end of the lunch time period
* Responsible for guiding pupils in the proper use of cutlery and good eating manners
* Contribute to the promotion of the school’s healthy school status and policy with particular regard to healthy eating
* Assist pupils where necessary to carry plates etc. to the table, and to return empty dishes etc. to the service counter
* Encourage independence but assist pupils whether necessary to cut up food and guidance on proper use of cutlery, assist in clearance of any spillage etc. if required
* Assist in getting tables set up ready for lunch and after lunch
* Assist as required in clearing tables, wiping them down and resetting according to meals
* Assist in the setting up and removing of furniture in parts of the school other than the dining room where necessary
* To take such steps that are necessary when pupils are ill, carrying out minor first aid and summoning any assistance needed with injuries or illness
* Supervise pupils in the playground, or other areas of the school as required by the Headteacher

**Structure**

Headteacher

SMSA

(this role)

Teaching and Support staff

**Data Protection and Safeguarding**

* Work within the requirements of Data Protection at all times
* Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
* Remain vigilant to ensure all students are protected from potential harm

**General**

* The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
* The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
* The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
* An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order. <https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Wellsway Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Wellsway Multi Academy Trust will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

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| **Person Specification - School Meals Supervisory Assistant (SMSA)** | **Essential (E) or Desirable (D)** |
| **Education** |  |
| Basic level of numeracy and literacy | E |
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| **Experience**  |  |
| Working collaboratively as part of a team | E |
| Supervising pupils in a school environment  | D |
| Working in line with Health and Safety policies | D |
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| **Behaviours** |  |
| Natural communicator  | E |
| Approachable and empathetic | E |
| Positive attitude  | E |
| Enthusiastic  | E |
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| **Skills** |  |
| Good verbal communication skills; able to communicate clearly | E |
| Knowledge and understanding of the welfare and social needs of pupils during the midday break | D |
| Ability to prioritise and multi task | E |
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| **Attributes** |  |
| Committed to the Futura Learning Partnership aims  | E |
| Committed to Equality and Diversity  | E |
| Committed to own continuing professional development  | E |
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| **Other** |  |
| Basic knowledge of First Aid or First Aid qualification | D |
| 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 | E |
| 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. | E |
| Good sense of humour | E |