



Believe Achieve Succeed - Learning without limits

Job Description

Job title:	Senior School Meals Supervisory Assistant
Grade & Salary:	G4
Working Hours	7.5hrs per week
Responsible to:	SLT

Duties & Responsibilities:

To be responsible for rotas and delivery of activities during lunchtime.

To lead a team of SMSAs (School Meals Supervisory Assistants).

To supervise pupils inside and outside the building.

Purpose of Post:

To ensure that pupils experience a stimulating, active safe and caring environment during their lunchtime, provide a high standard of physical, emotional, social and intellectual care for all pupils.

Main Activities

- To establish and maintain positive and constructive lines of communication between the SMSA team and SLT;
- To role model for all team members the values, ethos and attitudes of the school and follow the behaviour policy at all times;
- To deal with any reported behavioural issues in line with the school behaviour policy and support other SMSAs where necessary;
- To co-ordinate, deploy and supervise the team of midday SMSAs, both indoors and out, in order to ensure the safety of all children at lunchtime;
- To plan and implement a rota that considers different games and activities that will be played with the children at lunchtimes by different members of the team;
- To be involved in the recruitment of staff to the midday team;
- To co-ordinate training and induction of new SMSAs;
- To organise probation meetings with a member of SLT for new staff;
- To develop positive strategies for dealing with children who find lunchtime to be a difficult part of the day;
- To identify pupils with challenging behaviour and share positive strategies with the SMSA team;
- To report accidents to the appropriate members of staff;



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- To take part in relevant training and assist in training SMSAs;
- To ensure that pupils with allergies and specific dietary needs are known to all SMSAs and lunch staff and that appropriate actions are taken to ensure their safety, health and wellbeing are prioritised;
- Supervision of meal times and general conduct at all times e.g. controlling queues/pupils moving along corridors in an orderly manner/ ensuring children remain safe on the playground;
- Set up and put away lunch tables each day where appropriate;
- Assisting pupils eating meals when appropriate e.g. cutting food, opening water bottles;
- To monitor the content of packed lunches in line with the school's policy on healthy eating and to feedback any concerns with the class teacher;
- To liaise with HR Officer regarding staff cover when a SMSA is absent;
- To exercise vigilance in respect of health and safety e.g. ensuring that spillages/wet floor are dealt with promptly/classrooms are left clean and tidy and reporting any dangers or hazards to a member of SLT and school caretakers;
- In the case of an injured child, to assess the problem, or send the pupil to the Welfare Room for First Aid and/or calling for assistance of a member of SLT;
- On wet days, supervise in the classroom, helping children to organise and play games and activities and ensure the classroom is left in tidy manner;
- To read, understand and adhere to the School's rules and policies relating to equal opportunities, health and safety, safeguarding & child protection and dealing with pupils, staff and parents;
- Carry out any other duties as requested by the Senior Leadership Team.

This job description may be amended after discussion by agreement with the Headteacher at any time.



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SENIOR MIDDAY SUPERVISOR

Person Specification

Job Related Knowledge

Ability to respond to the needs and sensitivities of children from different backgrounds.

Experience/Training

Experience of supervising children across the primary phase.
Experience of carrying out midday supervisor duties.

Job Related Aptitudes and Skills

- Eligible for positive DBS checks;
- The ability to engage and communicate well with children;
- The ability to work as part of a team to ensure that the children are supervised appropriately;
- The ability to organise children at lunchtime in a fair and reasonable manner;
- A willingness to contribute to the general ethos of the school and to treat the children with respect in line with the school's behaviour policy;
- The ability to lead, manage, organise and supervise a team of SMSAs;
- A knowledge of healthy eating standards and a commitment to implement this in school;
- A willingness to organise games with groups of children both indoors and outdoors;

Physical Requirements

Good general health and fitness to cope with the job and to be able to set up and tidy away lunch tables.

Equal Opportunities

Commitment to and understanding of achieving equality of educational opportunities for all children, irrespective of gender, ability, ethnic origin and disability.