

<b>POST TITLE:</b> Senior School Meals Supervisory Assistant (SMSA)	<b>GRADE</b> Q12
<b>RESPONSIBLE TO:</b> Headteacher	
<b>DATE:</b> Nov 2018	

**Responsible for** No direct reports

**Key liaisons** **Headteacher**  
**Teaching, support and catering staff**  
**Pupils**  
**External agencies**  
**Visitors**

#### **Purpose of role**

Under the direction of the Headteacher, the primary purpose of this post is to lead a team of School Meal Supervisory Assistants and undertake all necessary paperwork as appropriate.

This role also includes assisting in the supervision of children during the midday break, ensuring the safety and general behaviour and welfare of pupils during this period.

Contribute to the everyday general management and development of the Team both in terms of services provided and meeting objectives ensuring maximum effectiveness and efficiency at all times. Working in accordance with the Council's/School's Vision and Values, policy and other objectives. In particular to ensure that the school's Health and Safety Policy and Child Protection Procedures are adhered to.

#### **The post-holder will:**

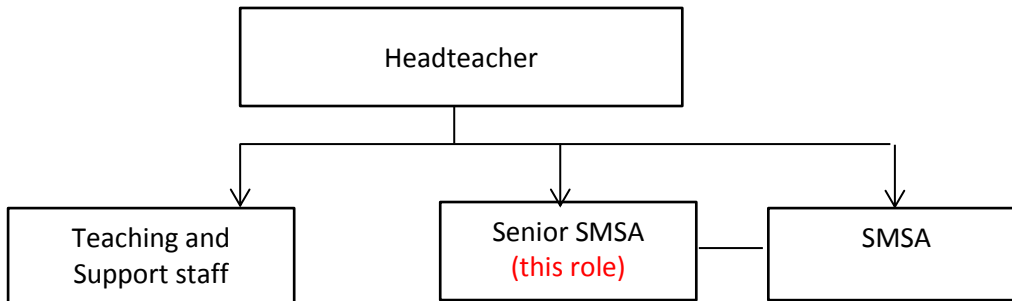
- Deliver an excellent pupil supervision service at every opportunity
- Provide a professional, efficient and effective supervision service

#### **Duties**

- With the Headteacher participate in the formulation of detailed Team objectives and policies
- With the Headteacher ensure the effective and efficient implementation of Trust/School policies and the achievement of the Trust/School objectives, including financial ones
- Contribute to co-operative working across services in accordance with the Trust/School Vision and Values. To contribute to cross-service initiatives as required
- Assist in ensuring the Team's services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively
- Assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the team
- Ensure effective and accessible communication with staff, service users, the general public and others as appropriate
- To be responsible for supervising a team of School Meals Supervisory Assistants during the lunchtime period.
- To be responsible for organising and allocating the duties and rotas of the school's School Meals Supervisory Assistants. To include ensuring adequate supervision is in place to fulfil the school's responsibility with regard to health and safety, arranging temporary cover when absences occur and the completion of relevant documentation as appropriate.

- To be responsible for the training and induction of all School Meals Supervisory Assistants with particular regard to school policies relevant to their role i.e. acceptable behaviour and keeping children safe. To include contributing to annual performance reviews.
- To be responsible for monitoring the use and condition of play equipment, as appropriate, and reporting to the Headteacher/Deputy Headteacher of any concerns or needs.
- 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, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. To include advising and supporting where appropriate other School Meals Supervisory Assistants on good practice
- Responsible for promoting and encouraging socialising and active play opportunities as appropriate
- Responsible for the supervision of hand washing in School 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 trays 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 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



### 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.

<b>Person Specification - School Meals Supervisory Assistant (SMSA)</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education</b>	
Basic level of numeracy and literacy	E
<b>Experience</b>	
Working collaboratively as part of a team	E
Supervising pupils in a school environment	D
Working in line with Health and Safety policies	D
<b>Behaviours</b>	
Natural communicator	E
Approachable and empathetic	E
Positive attitude	E
<b>Skills</b>	
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
<b>Attributes</b>	
Committed to the Wellsway Multi Academy Trust aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
<b>Other</b>	
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