



## SCHOOL MEALS SUPERVISORY ASSISTANT JOB DESCRIPTION

**Term Time Only including INSET days**

**Post:** SMSA

**Responsible to:** Deputy Head Teacher and Lead SMSA

### **Purpose of the Job**

To supervise, guide and assist children during the midday break, so as to ensure the safety, general welfare and proper conduct of pupils during this period.

### **Duties and responsibilities:**

- **To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting. Support children with eating when required**
- **Clear and tidy the lunchhall and playground**
- **Deal with behaviour incidents to maintain the school's standard of discipline and behaviour.**
- **Report behaviour incidents to a teacher in order for them to maintain the school's standard of discipline and behaviour.**
- **Liaise with First Aiders when required.**
- **Work to Trust and school policies to maintain a safe environment for pupils and other staff.**
- **Support the aims and ethos of the school.**
- **Set a good example in terms of dress, punctuality and attendance.**
- **Attend team and staff meetings.**
- **Undertake professional duties that may be reasonably assigned by the Principal.**
- **Be aware of and comply with policies and procedures relating to Child Protection, Health, Safety and Security and Data Protection, respective policies, procedures and codes of conduct and report all concerns to an appropriate person.**
- **Be aware of confidential issues linked to home/pupil/teacher/school/work and keep confidences as appropriate.**
- **Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.**
- **Participate in relevant training and other learning activities and performance management as required.**

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

## SMSA PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	SOURCES OF EVIDENCE
<b>Qualifications</b>		Current First Aid Certificate	<ul style="list-style-type: none"> <li>• Application</li> </ul>
<b>Experience</b>	Experience of working effectively in a learning/child care setting or experience with supporting children	Have worked as a SMSA previously	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Professional Development</b>	Commitment to continuing personal and professional development.	Develop formal capability through achievement of NVQ level 3 in an appropriate field.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Knowledge &amp; Skills</b>	<p>Ability to relate well to children and adults and to work with students individually and in groups</p> <p>Ability to act calmly and quickly under pressure or in an emergency</p> <p>Ability to follow written and verbal instructions</p>	<p>Ability to communicate in a language other than English</p> <p>Basic hygiene procedures</p> <p>Knowledge of policies relating to behaviour and Health &amp; Safety</p> <p>Knowledge of Child Protection issues</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Assessment</li> </ul>
<b>Personal Attributes</b>	<p>Be energetic, enthusiastic and a strong team player</p> <p>Be able to relate to all students, staff and parents from variety of ages, abilities and backgrounds in a positive and constructive way</p> <p>Know when to seek help or advice</p>	<p>Be able to apply the regulations applicable to Health &amp; Safety, Hygiene and Child Welfare &amp; Protection</p> <p>Be flexible, adaptable and have a positive attitude to working in a structured environment</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Assessment</li> </ul>

***Venturers Trust is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff***