
JOB DESCRIPTION

Job Title : **SCHOOL MIDDAY SUPERVISORY ASSISTANT (SMSA)**

Grade :

Line Manager : **Headteacher**

Main purpose of the job

To ensure the safety of children at lunchtimes, both inside the school environment during meal times and outside in the playground after lunch.

Supervisory responsibility

None

Main responsibilities and tasks

The normal duties of the postholder will usually include the following:

1. To control the entry of children to the dining room and their behaviour whilst they collect their meals and find a seat.
2. To supervise the eating of lunch, maintain discipline, maintain the use of cutlery and drinking water, and encourage pupils to consume their meal without wasting time.
3. To supervise, when necessary, the returning, scraping and stacking of plates.
4. In the event of any spillage, to take necessary action immediately to avoid possible accidents.
5. To supervise the play period of children after the lunch period.
6. To ensure that where more than one sitting is required involving children coming in from playgrounds or classrooms and others going out to playgrounds or into classrooms, there is no period when the playground is left unsupervised.
7. To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others
8. To play with, and support, the children in the playground
9. In the event of any injuries to the children to treat them if they are minor injuries, e.g. small cuts or grazes) and to report to the Welfare Officer and Headteacher more serious injuries. To follow accident reporting procedures at all times.
10. In the event of any sickness to the pupils, clean the pupil and the affected area and refer the pupil to the School Welfare Assistant.
11. To work under the direction of the Senior SMSA and to undertake such other broadly analogous duties as may be allocated by the Senior SMSA or Headteacher or his/her appropriate representative.

OTHER

12. To attend relevant meetings and participate in training opportunities and professional performance development as required.
13. The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

School Standards

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Springwell School is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality, Data Protection

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

Signatures – line manager and job holder

Signed..... Dated:.....
Headteacher

Signed..... Dated:.....
Postholder

The duties of this post will change and develop over time. It is the postholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.
ification above, including examples of any relevant experience.