

Headteacher
Mr Matt White

Chair of Governors
Mrs Stephanie Ajayi

JOB DESCRIPTION for the post of : School Meals Supervisory Assistant 11/24

SECTION A: Reporting to: Senior Midday Supervisor and Deputy Headteacher

Job Title: **School Meals Supervisory Assistant**

SECTION B: General Duties

To work under the instruction of the Head Teacher, Deputy Head Teacher, Senior Midday Supervisor, to support children to access a safe and calm lunch time and lunch break play time.

- To uphold the aims, values, policies and procedures of the Blue School.
- To share in the corporate responsibility for the well-being and discipline of all students.

Safeguarding

- **To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.**

Equal Opportunities

- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations, in line with the school's Equality Policy.

SECTION C: Main duties and responsibilities; Accountability

Support for Children

- Supervise and support children, ensuring their safety at meal times and at play.
- Establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all children.
- Encourage children to interact with others and engage with the children appropriately.
- Encourage children to act independently as appropriate.
- To support children who have learning or physical difficulties in accessing a safe and calm lunch time.
- Help with serving food, cutting up food and support children's mealtimes.
- Help with clearing away and cleaning up after meal times.
- Engage with the children, talk politely to them and model games and activities.

- Record incidents and important information in the SMSA book and pass on information to supervisor/Headteacher/DeputyHT/Class Teacher.
- Ensure that pupils abide by the school rules and deal effectively with any incidents.
- Ensure the safety of pupils.
- During wet play, lead a class of children to and from their class to the lunch hall, and supervise them during lunch.
- Ensure that any injured or sick pupils are sent/taken to the Welfare room to receive any necessary first aid or treatment as soon as possible.
- Patrol the school site.
- Carry out any light cleaning duties as required during or after lunch time.

Support For The School and Professional Duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all children have equal access to opportunities to learn and develop during their play and at meal times.
- Participate in training, meetings and other learning activities and performance development as required.

Data Protection

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the General Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

Health and Safety (Mandatory)

To comply with the school's Health and Safety Policy and procedures and under the Health and Safety at Work Act (1974), maintain their own health and safety at work, and ensure the health and safety of others, on the premises or sites controlled by the school.

To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training and instruction and supervision as necessary to accomplish those goals.

Person Specification

Job Title: School Meals Supervisory Assistant

Key: E – Essential D – Desirable A – Application Form R - References

I - Interview/selection Process

Experience		E	D	A	R	I
1.	Has proven relevant experience of working or volunteering in a school or a setting with young children.		✓	✓		
2.	Consistently maintain a positive attitude when working with young children and an ability to manage behaviour effectively.	✓		✓	✓	✓

Knowledge and Understanding		E	D	A	R	I
3.	Demonstrate a good understanding of safeguarding and the protection of children.		✓	✓		✓
4.	Ability to maintain confidentiality with information regarding children, families and staff.	✓		✓	✓	✓
5.	Meeting the needs of young children who may present with challenging social, emotional, behavioural or medical needs.	✓		✓	✓	✓

Skills		E	D	A	R	I
6.	Excellent interpersonal skills and the ability to relate well to other adults and work effectively as part of a team.	✓	✓		✓	✓
7.	The ability to reason, acknowledge differences and resolve conflict when dealing with children and colleagues.		✓	✓	✓	✓
8.	Good spoken and written English skills.		✓	✓		✓
9.	Able to be flexible and calm in challenging situations.	✓	✓	✓	✓	✓

Personal Attributes		E	D	A	R	I
10.	Be committed to and maintain appropriate positive professional boundaries in relationships with both children and adults at all times.		✓	✓	✓	✓
11.	Have excellent attendance; be reliable, punctual and professional.		✓	✓	✓	✓
12.	To be fit, able and physically active.	✓	✓	✓	✓	✓
13.	Be committed to and be able to actively demonstrate safeguarding and promoting the welfare of children. Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults at all times.	✓		✓	✓	✓
14.	Successful Enhanced DBS status	✓				