



“Every child will be happy and feel safe, enabling them to make outstanding progress socially, emotionally and academically – preparing them to excel at secondary school and thrive in the world beyond.”

Our Values: Achieve, Support, Pride, Inspire, Respect, Enjoy

Job title:	School Meals Supervisory Assistant (SMSA)
Hours:	7.5 hours per week – either 11.30 to 13.00 or 11:45 to 13:15 Monday to Friday
Grade:	Scale 2
School:	Warrender Primary School
Responsible to:	Assistant Headteacher/ Deputy Headteacher

Job Description

General Responsibilities

- Develop firm, caring and consistent relationships with children
- Promote awareness of and respect for self, others and property, encouraging appropriate behaviour
- Share in the school's corporate responsibility for children's well-being and behaviour and use school reporting procedures
- You will need to deal with personal hygiene for the children
- Carry out such other duties as the Headteacher may reasonably direct

Specific Responsibilities

The SMSA team is under the direct management of the Assistant Headteacher. During the lunch period, SMSAs care for and supervise the children whilst they eat their lunch and during their playtime. Two key responsibilities are:

- Health and Safety – ensuring that children are safe at lunch and at play.
- Behaviour management – ensuring the children behave in a caring and responsible way towards each other and towards adults.

The lunch period for all classes is from 11:45 to 13:00.

Lunch:

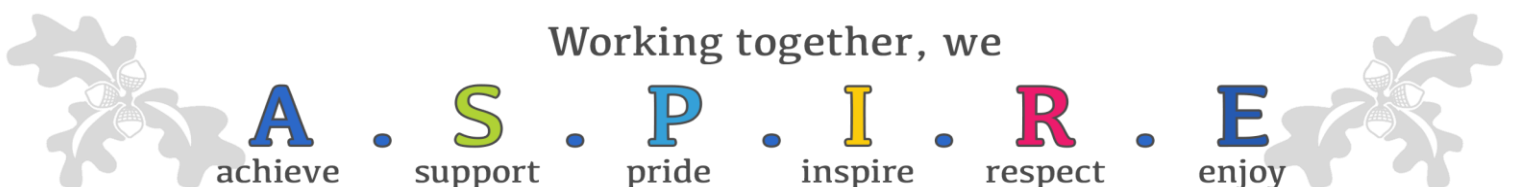
- Supervise the children whilst eating their lunch.
- Direct children into and out of the hall or classrooms.
- Clean tables between lunch sessions and at the end of lunch; sweep and clean the classroom or hall floor ready for afternoon school.
- Put away benches and tables at the end of the session.

Play:

- Supervise children in the infant or junior playground and on the adventure playground.
- Ensure that all children play with regard to the safety of themselves and others.
- Develop positive relationships with all children – encourage positive behaviour and intervene when children are not behaving appropriately following the school's behaviour policy. Use the school's reporting system for logging any incidents.
- Encourage and develop children's play – whenever possible, join in with or lead children's games.

In bad weather, children return to their classrooms after lunch. The SMSAs' role is the same: to supervise children in allocated classrooms, and to ensure that they are positively and purposefully occupied.

Working together, we





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Health and Safety

- Deal with any spillages to avoid accidents. When accidents do occur in the hall or playground, administer basic first aid where appropriate and enlist the assistance of a suitably qualified first-aider where necessary. Follow the school procedures for reporting accidents.

Other Duties

- The post holder will be expected to undertake such other tasks that are commensurate with the general level and responsibility of the post as may be decided by the Headteacher or Governing Body in the context of the school's changing need.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either, as your contract changes or as the organisation of the school is changed. This job description may be amended at any time after discussion with you.

Warrender School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signature of Post holder _____ Date / /

Signature of Headteacher _____ Date / /

