

Job Description : SMSA

Hours per week: 10

Weeks per year: Term Time only + 5 days

Salary Scale: Grade 2

Line Manager: Deputy Headteacher



Main Purposes of the Job:

- To ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main Responsibilities and tasks:

- To supervise the children at all times during lunchtime on the school premises.
- Ensure that the children are behaving appropriately at all times, in line with the schools behaviour policy, including in the dining room, playground and during wet lunch times.
- To facilitate and promote the eating of healthy school meals in the dining hall.
- In the event of any spillage, inform the appropriate person and take necessary action immediately to avoid possible accidents.
- To engage with the children and ensure that they are active in purposeful and co-operative behaviour and play throughout the lunchtime period.
- To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
- In the event of any injuries or sickness, deal immediately with the situation, referring to the appropriate person and following the school's policy and procedure.
- To ensure that all areas used by the pupils at lunchtime are kept clean and tidy.
- To ensure that all equipment used by the pupils at lunchtime is used appropriately and safely and left in an orderly and well organised condition.
- Inform the appropriate member of staff in regard to behaviour at lunchtimes, this includes positive and negative behaviours.
- To follow the schools policy and procedures on child protection.
- To challenge and report any stranger on site.
- Keep the appropriate person informed of any information that may relate to a child's health and safety.
- Ensure that you are a strong, positive role model for the children and other staff, modelling the school's Christian Values.
- To adhere to all the school's policies.
- Actively participate in any appropriate training when required.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder.

Essential Requirements

Knowledge, Skills and Abilities

- a) Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision
- b) Be able to form good relationships with children
- c) Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents
- d) Take charge of groups of children setting and maintaining acceptable behavioural standards
- e) Setup and organise play activities with other staff
- f) Engage children in play
- g) Setup a positive environment for pupils to eat their lunch in by timely setting up of the dining rooms
- h) Work with other staff to ensure pupils are supported as required
- i) Keep the dining room clean by washing
- j) Support children with eating, clearing, cleaning or tidying
- k) Take an active role in pastoral care of pupils at all times
- l) Ensure the health and safety of all pupils at all times and following process for reporting incidents
- m) Stay calm and be patient and understanding when dealing with the children
- n) Deal fairly and consistently when dealing with the children in line with the school's policies
- o) Have good communication skills
- p) Ability to adhere to and implement the Equal Opportunities Policy
- q) Gain enhanced DBS clearance through the school
- r) To be responsible for promoting and safeguarding the welfare of children and young people within the school