**JOB DESCRIPTION**

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| **Job title:** School Meals Supervisory Assistant (SMSA)  **Location:** Latchmere School  **Pay scale:** Grade B scale point 2 |

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| **RELATIONSHIPS**  Responsible To:  Headteacher  Important Internal Relationships:  Teaching and support staff  Pupils |

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| MAIN PURPOSE OF JOB  * To be responsible for the welfare, safety and good conduct of pupils during the midday meal break * To be committed to safeguarding and promoting the welfare of children at all times   . |

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| **RESPONSIBILITIES AND DUTIES:**  Under the overall direction of the Headteacher and within the framework of the school’s Code of Conduct to be responsible for:   * Supervising pupils during the midday lunch break. * Maintaining the welfare and safety of children at all times. * Dealing with spillages and ensuring that dining furniture and areas are clean, with due regard to proper hygiene requirements and Health and Safety. * Keeping the headteacher informed of any matters requiring attention. * Leading play activities. * Undertaking other duties, appropriate to the post, as requested by the headteacher.   The above duties to be carried out within the school premises, including the school buildings, dining hall, playground and field.     |  | | --- | | **General Responsibilities**   * Comply with health and safety policies, legislation, and procedures at all times. * Be aware of and comply with policies and procedures relating to child protection. * Contribute to the overall ethos, work and aims of the school. * Participate in training as required. * Treat all users of the school with courtesy and consideration. * Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities. | |

**PERSON SPECIFICATION**

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| Experience | * A working knowledge of the needs of young children aged 4-11 years, either through personal experience or employment. |
| Knowledge, skills and understanding | * Able to work as part of a team and form good relationships with colleagues to ensure effective lunchtime supervision. * Able to communicate effectively with children and staff. * Able to form positive relationships with children. * Able to take charge of groups of children, setting and maintaining standards of behaviour. * Able to engage children in play activities. * Able to demonstrate a clear understanding of health and safety with reference to the supervision of large groups of children. * Able to be fair and consistent when dealing with children and to respect their rights and differing needs. |
| Personal qualities | * Calm, even tempered, kind and compassionate. * Cheerful with a good sense of humour. * A genuine enjoyment of engaging with children. * Able to set and maintain appropriate boundaries and gain respect from children. |