



School Meals Supervisory Assistant (SMSA) Job Description

The Successful Candidate Will:

- Be able to establish firm and consistent boundaries in relation to children's behaviour.
- Have the ability to work as team member within our present team of midday supervisors
- Enjoy working with and leading play for children aged 5–11.
- Be aware of individual needs and support children with significant and complex special educational needs.
- Possess patience and a sense of humour.
- Be able to use their initiative.
- Be flexible and adaptable.

Key Responsibilities

1. Assisting the children during lunchtimes. This involves encouraging children to finish their meal, helping the young children to cut up food into edible pieces, wiping up spillages, distributing water and assisting in any other way that may be necessary.
2. Supervising children either in the Nursery or in the playground during lunchtimes depending on the timetable and rota established. This involves encouraging them to play appropriate games, developing their language skills through talking to them and encouraging them to talk, intervening before trouble begins between pupils, intervening in any disputes between children, be they physical or verbal.
3. Follow the school's behaviour policy and children's individual support programmes when dealing with incidents of inappropriate behaviour, report more serious Incidents to the Senior Leadership Team when necessary.
4. Dealing with accidents and requesting the help of the appointed First Aider when appropriate.
5. Reporting all head injuries to the First Aiders and entering all accidents into the accident book. First Aiders will be expected to complete accident report forms at the end of the lunchtime session when any accident has occurred.
6. Informing the Leadership Team as soon as possible if absence from work is anticipated. This enables alternative arrangements to be made to ensure the safe supervision of the children during lunch times.
7. Support the aims and ethos of the school.