

## Wembley Manor School – School Meals Supervisory Assistant

**TITLE:** School Meals Supervisory Assistant

**REPORTING TO:** SLT

**WORKING TIME:** 11.30am – 1.30pm (10 hours per week)

Monday – Friday

Term time only

**SALARY/GRADE:** GLPC SC1 SP2 + SEN

### PURPOSE OF THE JOB

- To supervise children during the lunchtime break, this includes managing and supporting the children's eating and play opportunities.
- To work co-operatively and in close partnership with all SMSA and class based colleagues.
- To be vigilant and alert to all aspects of health & safety during this time.

### Duties and Responsibilities:

- To supervise the children in the dining area. To ensure that lunchtime is a positive and enjoyable experience both in the dining hall and playground.
- To set up cutlery/drinks/plates and trays for the children and ensure the tables and chairs are tidy.
- To assist children with eating their packed lunch, and choosing and eating their school dinners.
- Be vigilant in the area of safety, ensuring that wet floors, spills etc which could be hazardous to others are dealt with promptly.
- To assist with the cleaning and tidying in the dining hall area where appropriate
- To escort the children, before and after lunch into the playground. To occupy the children as appropriate using various games and activities in the playground or classrooms during wet play.
- Wet play: If the children are brought in, each class will need to be supervised within the classroom setting, class based staff will be able to provide activities to engage pupils and direct support in line with children's needs.
- Commitment to equal opportunities and inclusive education.
- To ensure any injuries incurred during the mid-day break are attended to and the details entered into the accident book in the medical room. Serious accidents must be reported to the Headteacher/SLT and an accident form completed prior to leaving each day.
- To report any incidents of bullying to the Headteacher/SLT or appropriate member of staff.
- To ensure pupils are moving safely to and from lunch spaces and outside in the play areas.

- To support and encourage children’s behaviour using a positive behaviour approach at all times and requesting support from other members of staff as needed. Please refer to school behaviour guidelines/policy.
- Report faulty equipment and other maintenance requirements to a member of the site team as soon as possible.
- Ensure lights and other equipment are switched off as appropriate.
- Treat all users of the school with courtesy and consideration, and promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health & safety legislation) at all times.
- Contribute to the overall ethos, work and aims of the school.
- Attend relevant meetings and participate in training and development activities and programmes as required.
- Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
  - child protection,
  - health, safety and security,
  - confidentiality, and
  - data protection.

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*This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation and will be reviewed annually.*

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

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I agree to undertake the duties listed above.

Name ..... Date: .....

Signed .....