

School Meals Supervisory Assistant

Scale 1B

Purpose of Job

To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.

Main Duties

To report to the Headteacher / Senior SMSA at beginning of the lunch period and receive instructions with regard to duties e.g. special attention, certain pupils may need, any special dietary needs, pupils who are to be allowed off school site etc.

Dining Hall duties

1. Before pupils enter the dining hall, to ensure those pupils have visited the toilet and washed their hands where appropriate.
2. If a pupil has messed him/herself, wash child and change clothing where appropriate and in accordance with the Council's infection control procedures.
3. To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground, ensuring good behaviour and calm atmosphere. To deal with any bullying/fighting that may occur using own judgement (to intervene or call for assistance) report incidents to Headteacher/Senior SMSA according to severity of incident.
4. To direct pupils to seats, decide on seating arrangements and separate problem pupils where necessary.
5. To encourage pupils to eat (including those with packed lunches) especially those with special needs or disabilities and to assist children with cutting up of food where necessary.
6. To encourage social skills and good table manners, ensuring safety with knives and forks; to assist in pouring gravy or water where appropriate and to organise scraping and stacking of dinner plates/beakers and ensure cutlery is not thrown into food waste bucket, if or as required by the Headteacher.
7. To clean up spillages when food is split or dropped where such spillages are hazardous to pupils/staff.
8. To deal with body spillages in the dining hall in accordance with the Council's infection control procedures, to change clothing and wash pupil if necessary and to ensure that pupil goes to medical room.
9. To have shared responsibility with other SMSA's and / or teachers for the maintenance of order and discipline in the dining hall.

Playground Duties

10. Where appropriate, to collect pupils from classroom if going straight into playground and to ensure that they are adequately dressed for the prevailing weather conditions where necessary.
11. To supervise and control entrance to school during the lunch break to ensure children do not leave the playground. Check on any strangers who may enter the school premises, be observant of any loiterers and report to Headteacher/Senior SMSA.
12. To direct pupils to playground, organise and supervise their activities. To monitor the behaviour of pupils in the playground, ensuring their safety and well being, providing emotional support where necessary. To ensure equipment is ready and in good condition for use.

13. To prevent bullying, counsel children, be aware of changes in friendships, encourage socialising, play etc and occasionally participate in games.
14. To discourage any dangerous activities and behaviour. To deal with any bullying/fighting that may occur using own judgement (to intervene or call for assistance). Reporting incident to Headteacher/Senior SMSA according to severity of incident.

Other Duties

15. To supervise and control pupils on the school premises (hall and classrooms etc) movement of pupils on the stairs and through corridors, when they are not allowed outside in inclement weather.
16. In inclement weather the decision as to whether the SMSAs take to pupils into the playground or stay inside will be made following consultation between the Headteacher and SMSAs. As a general rule, SMSA's will not take pupils into the playground if it is raining, snowing, foggy or extremely cold.
17. To be aware of the cultural differences of pupils and of the Council's policies on equal opportunities, especially with regard to racism and sexism. To deal with any incidents of racism and sexism in accordance with the Council's policy and any agreed procedures within the school.
18. To report any incidents of body spillages outside dining hall to the Senior SMSA/Headteacher.
19. To ensure that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the school's agreed procedures.
20. To undertake such other duties consistent with the purpose of the job and/or main activities or duties.

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