

# Job Description

## School Meals Supervisory Assistant

(SUPPORTING PUPILS @ LUNCHTIME)

Stroud Green Primary School



Hours: 9 Hours

Reporting to: Head Teacher/Senior SMSA

### MAIN PURPOSE OF THE JOB

To facilitate Family Service for Infant children, support a specific group of children to eat their lunch. Supervise their lunchtime eating, modelling good eating, table manners and promoting social skills. Monitor and manage food waste for your allocated children and effectively feedback information to class teachers regarding any concerns.

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

### DINING HALL DUTIES

- Before pupils enter the dining hall, to ensure that your allocated table has the correct resources (plates, knives, forks, spoons, place mats etc)
- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate;
- If a pupil has messed him/herself, wash child and change clothing where appropriate and in accordance with the Council's infection control procedures;

#### Infants:

- To ensure your allocated children are seated with the correct equipment
- To collect the food for your table from the servery and serve the children the correct portions.
- Sit with the children, modelling good table manners, behaviour, eating habits
- Feed concerns back to class teachers

#### Juniors:

- To organise dinner queues 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 Head Teacher/Senior SMSA according to severity of incident;
- To direct pupils to seats; decide on seating arrangements, and separate problem pupils where necessary;
- 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;
- 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 Head Teacher;

#### General:

- To clean up spillages when food is split or dropped where such spillages are hazardous to pupils or staff;
- 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 the medical room;
- To have shared responsibility with other SMSAs and or teachers for the maintenance of order and discipline in the dining hall;

## **PLAYGROUND DUTIES**

- Where appropriate, to collect pupils from classroom if going straight into the playground, and to ensure that they are adequately dressed for the prevailing weather conditions where necessary;
- 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, to observant of any loiterers and report to the Head Teacher/Senior SMSA;
- To direct pupils to the playground and supervise their activities. To monitor the behaviour of pupils in the playground, ensuring their safety and well being, providing emotional support where necessary;
- Organise games and activities for the pupils to play in the playground
- To prevent bullying, counsel children, be aware of changes in friendships, encourage socialising, play through the organisation of games and activities;
- To discourage any dangerous activities. To deal with any bullying/fighting that may occur using own judgement (to intervene or call for assistance) reporting incidents to Head Teacher / Senior SMSA according to severity of incident;
- To report any bad behaviour, assaults, carrying of weapons by pupils or theft of belongings which may occur during the lunch break to the Head Teacher/Senior SMSA;
- To ensure that pupils who leave the school site have permission to do so;

## **OTHER DUTIES**

- To lock and secure classrooms which contain personal belongings of staff and pupils;
- To supervise and control pupils on the school premises (hall and classrooms etc); movement of pupils on stairs and through corridors, when they are not allowed outside in inclement weather;
- In inclement weather the decision as to whether the SMSAs take the pupils into the playground or stay will be made following consultation between the Head Teacher and Senior SMSA. As a general rule, SMSAs will not take pupils into the playground if it is raining, snowing, foggy or extremely cold;
- 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;
- To check toilets regularly for signs of pupils smoking / vandalism / blockages of toilets and wash hand basins and to ensure pupils are not loitering or playing in toilet areas. To report any damage or blockage to the Site Manager;
- To report any incidents of body spillages outside dining hall to the Senior SMSA;
- To ensure that all pupils who suffer any injury / accident are dealt with appropriately in accordance with the school's agreed procedures;
- To undertake such other duties consistent with the purpose of the job and or main activities or duties;

### **Arrangements for appraisal of performance:**

There is an annual appraisal cycle carried out by line mangers which seeks to acknowledge success, resolve problems and identify training/development needs. (See Support Staff Performance Management Policy)