

JOB DESCRIPTION

School: Spring Grove Primary School
Job Title: School Meals Supervisory Assistant (SMSA)
Hours: 1 hour 15 minutes per day

Purpose of the Job

- ◆ To supervise the children during the lunchtime break period ensuring the children's safety and well being
- ◆ To encourage the children to behave thoughtfully and sensibly at all times
- ◆ To help the children develop a range of games
- ◆ To ensure the children are safe
- ◆ To communicate with class teachers, Head and Deputy and ensure confidentiality of school matters

The Dining Hall

If you are on duty in the dining hall, you should encourage the children to-

- ◆ Come into the hall, collect their lunch and take their seats in an orderly manner
- ◆ Eat their lunch quietly and sensibly, helping with the use of cutlery if necessary
- ◆ Return their plates and cutlery to the service hatch
- ◆ Use good manners throughout
- ◆ Clear up any spillages
- ◆ Clear up if children are taken ill in the dining hall

The Playground

If you are on duty in the playground, you will need to: -

- ◆ Interact and engage with the children
- ◆ Ensure that the children are playing sensibly and safely
- ◆ Manage behaviour appropriately
- ◆ Encourage children to co-operate
- ◆ Praise children who are playing well
- ◆ Help children resolve any arguments
- ◆ Remain vigilant and be prepared to check visitors authorisation

Wet Playtime

The children will stay inside and you will need to: -

- ◆ Interact and engage with the children
- ◆ Ensure that the children are playing sensibly and safely
- ◆ Manage behaviour appropriately
- ◆ Encourage them to choose quiet activities such as reading, drawing, playing board games etc.
- ◆ Praise the children who are being sensible
- ◆ Tidy the classroom with the children before the start of lessons

Medical

When assisting with medical duties, you will need to: -

- ◆ Assist children who are upset or injured
- ◆ Treat small cuts and grazes
- ◆ Record all injuries requiring medical attention in the incident book
- ◆ Report any illnesses/facial and head injuries to the Welfare Assistant immediately

General

Throughout your duty, you will need to: -

- ◆ Talk to the children
- ◆ Praise and note good behaviour
- ◆ Record and report accidents and incidents, including racial harassment or bullying using the schools systems
- ◆ Participate and develop games and activities with the children
- ◆ Intervene to help the children solve problems and deal with difficult situations