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Job Description:	School Midday Supervising Assistant (SMSA)
Pay Scale:	Sc1b (£14.57)
Line Manager:	DHT/SBM
Hours:	6.25 weekly (38 weeks a year) 12 – 1.15pm

### **Main purpose of the job:**

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

### **Duties and responsibilities:**

#### **Supervision**

- Supervise pupils in in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers

#### **Organisation**

- Support the children to collect their lunches from the counter
- Set up and put away the tables, chairs and other equipment needed in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

#### **Health and safety**

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider

- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff

**Play**

- Organise play activities to encourage the pupils to play and make use of play equipment
- Help to resolve issues between pupils in line with school relationship policy.

**Behaviour**

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's relationship policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's relationship policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- To foster school values and culture at all times.

**Safeguarding**

- To be aware of, and abide by, the school policy on safeguarding to promote the safety and well-being of all pupils
- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals