

Job Description



ST. MARY'S
ACADEMY TRUST

SCHOOLS:

SECTION: St Mary's Academy Trust

POST TITLE: SMSA

POST REFERENCE NO: N/A

GRADE: Grade 1

RESPONSIBLE TO: Head teacher

EMPLOYEE SUPERVISION: N/A

DATE AGREED:

BY WHOM:

PURPOSE OF THE POST

To be responsible, under the direction of the Headteacher for the supervision of pupils on the school site throughout the midday break. This will include collecting the children from the classroom before break and returning the children before the re-commencement of the school in the afternoon.

Assist to secure the safety, welfare and good conduct of pupils, supporting play activities and good behaviour in accordance with the practices and procedures of the school.

KEY AREAS

- Supervising children whilst they are eating and queuing.
- Supervision of pupils on school premises; including in the playground, school field and dining hall.
- Maintenance of good order, welfare and managing children's behaviour.
- Encouraging positive situations with children by initiating playing constructively and at all times joining in with games.
- Listening to children read.
- Responding to illness, accidents and emergencies; including administering basic first aid.
- Supervising wet playtimes.
- Liaising with teachers and informing them about good and bad behaviour.
- Recognising and responding to safeguarding issues.

DUTIES AND RESPONSIBILITIES

1. Supervision of pupils on school premises.

- i) To supervise children, both indoors and outdoors during lunchtime.
- ii) To supervise play areas, corridors, toilets, classrooms, etc as required.
- iii) To supervise children eating their meal on school premises, in specified areas set aside for dining purposes.
- iv) To supervise queues waiting to enter specified dining areas.

2. Maintenance of good order, welfare and discipline.

- i) To be aware of behaviour procedures in school and as appropriate, be involved in the monitoring of and dealing with behaviour.
- ii) Monitoring areas under supervision to ensure welfare and discipline is maintained.
- iii) Assist to discourage inappropriate behaviour.
- iv) Within the parameters of school practices and procedures, assist as appropriate to ensure health & safety is maintained.
- v) To assist to record any accidents or abnormal occurrences or passing on relevant information to staff.

3. Encouraging situations with children.

- i) Encourage pupils to maintain hygiene standards (eg wash hands after toileting).
- ii) To encourage pupils to leave all areas in a tidy condition.
- iii) To encourage good relations between children through informal discussion and play situations.
- iv) As appropriate to organise the distribution and collection of lunchtime games.
- v) In any area under supervision, as necessary encourage children to behave in an appropriate manner.

4. Appropriate Communication.

- i) Report accidents or other abnormal occurrences (including behaviour of pupils) to teaching staff.
- ii) As necessary, pass on verbal or written information to the appropriate staff.

5. General

To undertake such duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.

The postholder's duties must at all times be carried out in compliance with the Academy's and St Mary's Trust Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

- a) Take reasonable care of the health & safety of self, other persons and resources whilst at work.
- b) Co-operate with management to enable the responsibilities placed under the Health & Safety at Work Act to be performed, eg operate safe working practices.
- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards service users or employees.
- d) To work within school's code of conduct in safeguarding children.

Employee Specification

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the Essential and Desirable criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Equality act 2010, we recognise and welcome our responsibility to remove and barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

**Post Title: Schools Meals
Supervisory Assistant**

Directorate/School: St Mary's Academy Trust

Grade: 1

Criteria No	Attributes	Criteria	How Identified	Rank
1.	Skills, Knowledge & Attributes	<p>Experience of looking after or working with children</p> <p>The ability to relate to pupils from diverse ethnic/social backgrounds</p> <p>Good verbal communication skills in order to liaise with pupils and staff</p> <p>The ability to react in a positive manner to difficult situations which may arise amongst children</p> <p>Ability to keep problems in perspective and be patient</p> <p>Experience of encouraging the development of relationships between children</p> <p>Able to read and understand simple verbal and written instructions</p>	A/I	Essential

2.	Qualifications/ Training	First Aid Training	A/I	Desirable
3.	General & Special Knowledge	Basic Health & Safety Awareness	A/I	Desirable
		Knowledge of and commitment to Equal Opportunities		Essential
4.	Additional factors	Commitment to ongoing personal training and development	A/I	Essential
		Willingness to work flexibility as occasionally required		Essential