Wessex Learning Trust

Job Description

Post:	School Meals Supervisory Assistant
Salary/Grade:	Grade 15
Reporting To:	Senior Leadership Team

Job Purpose	To join the effective and enthusiastic team responsible for ensuring our children enjoy safe and engaging play during the lunchtime break.

Key Responsibilities	**The school recognises that the following skills are required for this post:**
	
	• The movement of pupils from their classrooms or the playground to the dining hall according to the schedules or timetables of the school.
	• The maintenance of good order and pupil discipline, which is consistent with the behaviour policy and the culture and ethos of the school. The postholder is expected to intervene where necessary and know when and how to refer relevant discipline and behaviour matters to more senior school staff.
	• Dealing with minor accidents or injuries and administering routine first aid (after training) or referring the pupil to the designated first aider. Referring serious accidents or injuries to a senior member of staff.
	• To report and bring to the attention of the relevant class teacher any serious incidents of pupil misbehaviour: to be aware of particular pupils and pupil relationships and to follow the strategies agreed with the teacher for addressing these pupil's needs.
	• To remain alert at all times to people entering the playground/ field or watching from beyond the boundary, asking those entering the school grounds to report to the office.
	• Supervising pupils in the dining hall(s)/eating areas which may include:
	  ○ Organising the eating space and making sure the space is hygienic, clean and tidy before and after eating
	  ○ Organising the pupils before, during and after their meal
	  ○ Supporting pupils with particular needs
	  ○ Supporting the food selection and nutrition policy of the school
	  ○ Dealing with spillages including body fluids (in accordance with the procedures of the school)
	  ○ Supporting pupil hygiene and social skills
	• Supervising pupils in areas of the school designated for play (including for wet play), which will include:
	  ○ Monitoring safe activity, intervening as necessary
	  ○ Monitoring security – monitoring entry and exit from the school premises and challenging and reporting strangers where relevant
	  ○ Actively promoting and instigating positive play and games, joining in with pupils where relevant
	  ○ Being aware of and supporting the needs of particular children – encouraging socialisation and preventing bullying
	• Carrying out routine administration associated with the main duties of the post, which may include completing behaviour forms and medical reports.

	• To carry out the work of the job in a way that in consistent with the culture, ethos, equalities and inclusion policies of the school. • To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment. • To complete school-based induction and any subsequent training required to improve performance and take part in the school performance management system (where relevant). • Understand the processes concerning child protection and to support school policy and practice. • Recognise the need for confidentiality and respect all that you see and hear while in school. • Attend meetings where possible to support the regular exchange of information and ideas. • To liaise with the named member of staff informing them of any play needs relating to equipment, organisation or timetabling. • To ensure the playground/ field is ready for play by checking that all the gates are closed and inform the head teacher of any problems. • To report to the class teacher or head teacher any suspicious incidents which may indicate a problem (i.e. someone regularly watching the children). • Control dinner queues at the points of entry and exit, supporting children in collecting, carrying and clearing away their dinners/ packed lunches as appropriate. • Look after and deal with children who have been unwell during the lunch break. • Have an understanding of the fire drill as outlined by the school and follow all H&S procedures and policies. • Always be a positive role model for the children. • To assist with the tidying of the dining area e.g. wiping tables, stacking chairs. **The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.**

Additional duties and Information	• Ensure the aims, priorities and policies of the Trust are adhered to. • Act as a positive representative of the Trust and its learners in all circumstances and at all times. • Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress. • Attending relevant meetings, as required. • Participating in training and other learning activities and performance development, as required. • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (employee):	
Date:	
Signature (line manager):	
Date:	

Attributes	Criteria	Rank
Relevant Experience	• Experience working with children	Desirable
Skills & Abilities	• Ability to communicate well with adults and children • Ability to work as part of the team • Good organisational skills	Essential Essential Essential
Any additional factors	• Understanding of equal opportunities • Awareness of health & safety and practical hygiene issues • Ability, flexibility, and willingness to take on other responsibilities or duties as deemed necessary	Essential Essential Essential