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## JOB DESCRIPTION

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Job Title : **SMSA**

Grade : **SC1a**

Line Manager: **Senior Leadership Team**

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### Main purpose of the job

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Purpose of role: To ensure the security, safety, wellbeing and care of the pupils and to promote their emotional and physical development during the lunchtime period.

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### Main responsibilities and tasks

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- To monitor the behaviour of pupils discouraging in a positive way and in line with individual behaviour plans, reporting any incidents to the relevant class teacher as appropriate.
- Before pupils enter the dining hall, ensure the room is set up to meet individual pupils needs.
- To encourage all pupils to eat and to assist children with feeding, cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.
- Where appropriate, to collect pupils from their classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise pupils and promote good behaviour on the school premises in the hall, classrooms and through corridors, during lunchtimes and in addition when children are inside because of inclement weather.
- To ensure that, when classrooms are used during the midday break because of inclement weather that the children are occupied and that the classroom is left tidy, ready for afternoon lessons.
- To take part in training appropriate to the job of midday supervisor.
- To take part in any appraisal arrangement made by the school.
- To undertake any other duties consistent with the purpose of the job

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### School Standards

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#### Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Hounslow Town Primary School is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

#### Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

### **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

### **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

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### **Signatures – line manager and job holder**

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Signed.....

Dated:.....

*Headteacher*

Signed.....

Dated:.....

*Postholder*

The duties of this post will change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.