



SCHOOL MEALS SUPERVISORY ASSISTANT JOB DESCRIPTION

**Term Time Only –1 hour and 20 minutes per day
VTG3 SP6**

Post:
SMSA

Line Managed by: HLTA Behaviour

Key Outcomes:

- To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting. Support children when eating if required.
- Report behaviour observations to a teacher in order for them to maintain the school's standard of discipline and behaviour.
- To be proactive in addressing negative behaviours
- Work to Trust and Academy policies to maintain a safe environment for pupils and other staff.
- Liaise with First Aiders as and when required.
- Undertake professional duties that may be reasonably assigned by the Principal or line manager including training and performance management.
- Supervise and actively engage children in positive play.

General Accountabilities:

- Promoting and safeguarding the welfare of children and young people within the school.
- To ensure all personal data is processed in line with General Data Protection Regulation.
- Comply with and assist the development of policies and procedures relating to all school and Trust policies including Child Protection, Health and Safety, confidentiality and Data Protection, freedom of information and reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.

- Develop positive relationships and communicate with other agencies/professionals.
- Develop constructive relationships and liaison between managers/teaching staff and associate staff.
- Promote the social, emotional and behavioural standards defined by Bannerman Road Community Academy.

Bannerman Road Community Academy is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.