



SCHOOL MIDDAY SUPERVISORY ASSISTANT (SMSA) - OUTSIDE

School: Ruislip Gardens Primary School

Actual Salary / grade: / Scale 2 point 3-4 (Outer London)

Hours: 5 hours per week, Mon- Fri (1 hour a day) term time only

Responsible to: Senior SMSA, School Business Manager, SLT

Job Purpose:

The School Meals Supervisory Assistant – Outside will:

- Ensure the safety, welfare and good conduct, either individually or as part of a team, of pupils at lunchtimes, during the midday break period.
- Be a positive role model to the pupils at all times
- Engage with and supervise pupils.
- Maintain confidentiality at all times.

Safeguarding:

Ruislip Gardens is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

KEY AREAS OF IMPACT

Main duties and responsibilities:

- To ensure that where more than one sitting is required involving pupils coming in from playgrounds or classrooms and others going out to playgrounds or into classrooms, there is no period when the playground is left unsupervised.
- To supervise the play period of pupils after the lunch period ensuring children are supervised at all times.
- To play with and support the pupils in the playground.
- To support and assist the pupils in setting up games or activities, abiding by the rules constructively.
- To ensure pupils are wearing appropriate footwear for climbing frames (plimsolls).
- To ensure climbing frames are safe and splinter-free prior to use; if in doubt please refer to the Site Manager.
- To supervise pupils at all times whilst on the climbing frame
- To ensure no running or tag games are played on or near the climbing frames
- Deal with any problems that arise e.g. ask all pupils to leave the climbing frame and/or ask another member of staff for assistance if an issue arises.
- Ensure pupils do not stray close to perimeter of the field and/or play amongst the brambles
- Be vigilant for Health and Safety issues in the playground or field and refer to the Site Manager
- To take all reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others.
- Follow the Behaviour Policy when handling disputes or inappropriate behaviour of pupils. Follow the guidelines below:

Be observant at all times and intervene in any disputes between pupils.



Listen to pupils when they wish to talk or explain a grievance.

In the event of a dispute between pupils, listen to all sides of a story carefully and, where possible, make a judgement.

Advise pupils in disputes or disagreements to play in different areas of the playground and monitor the pupils concerned.

Speak to misbehaving pupils firmly but fairly.

Ensure the pupils are not in danger or at risk of injury.

Avoid touching or handling during any situation.

Intervene where necessary without placing yourself at risk of harm.

Refer immediately to SMSA Lead/Supervisor when appropriate.

Take any pupil with a negative behaviour that is NOT minor or trivial to a member of the Senior Leadership Teacher.

- In the event of any sickness to the pupils, clean the pupil and the affected area and refer the pupil to the Welfare Officer.
- In the event of any accidents and/or injuries to the pupils follow the schools accident and reporting procedures at all times. Deal with children who have injured themselves ascertaining whether it was a significant injury, how fast they were moving, what they impacted with etc. etc. and refer cases requiring medical attention to the Welfare Room
- Contact the school staff absence number to report sickness absence as soon as possible; first thing on the morning (by 7am) is the latest acceptable notice.
- Follow the school's absence and attendance policies and procedure for any absence. For any other absence follow the staff absence reporting procedures in line with the Staff Handbook and Code of Conduct
- To work under the direction of the Lead SMSA or his/her appropriate representative and to undertake such other broadly similar duties as may be allocated.

General:

- Attend relevant meetings and training sessions as required
- Cover for absent colleagues as directed

Additional Responsibilities

- Be willing and competent to carry out all duties and tasks contained within all the SMSA's – outside job descriptions should these have to be performed due to staff absence or increased pupil intake.
- To be willing to undertake training and professional development in order to provide the most effective support to the school. This could include:
 - First Aid Training (2 Day)
 - Asthma Training
 - Online Child Protection Training

Additional Duties

- Play a full part in the life of the school community, to support the school ethos and to encourage staff and learners to follow this example;
- Actively promote school policies;
- Actively engage in the appraisal process
- Continue professional development as agreed
- Alert the Designated Safeguarding Lead in the event of any suspected Child Protection issues that may be affecting a learner;

**Additional Notes**

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.