

# BLANCHE NEVILE SCHOOL

## School Meals Supervisory Assistant (SMSA)

### Job Description

**Scale 2.12** 10 hours per week (x 40 weeks a year)

**Supervisors:** Head Teacher / Deputy Headteacher / Assistant Headteacher Primary / Senior Teacher

#### ***Purpose of job***

To supervise an individual or a group of pupils with special needs, during the lunch period. To provide emotional support and ensure the safety, welfare, physical and mental well-being of the pupil or group of pupils.

#### ***Summary of main duties***

Supervising pupils either outdoors in play areas; in dining halls or in classrooms depending on the needs of the pupils and the prevailing weather conditions. Reporting and receiving information from the Headteacher/Teachers/Support staff/Therapists and School Nurse on behaviour/specific day-to-day difficulties of pupils. Toileting and associated duties to do with the welfare of the pupils.

#### ***1. Playground duties***

- 1.1 To collect pupils from classroom or other designated area, ensuring that they are adequately dressed for the prevailing weather conditions and that they have appropriate medical aids with them (walking frames etc).
- 1.2 To check that entrances/exits to the play area are closed, if necessary to padlock.
- 1.3 To ensure that pupils do not leave the play area, check on any strangers who may enter the play area and report and strangers loitering outside the school.
- 1.4 To supervise and monitor the fair distribution of bikes, toys etc., from the Store and ensure that toys are put away at the end of the break.
- 1.5 To ensure the safety of pupils during play; being aware of potential/actual hazards and to ensure that dangerous activities do not take place occasionally joining in games to promote goodwill and respect.
- 1.6 To be aware of mood changes in pupils and be prepared to deal with as appropriate:
  - discipline pupil in accordance with agreed practice;
  - report to teachers at the end of play time any significant matters with regard to pupils' play and behaviour.
- 1.7 To deal with 'fits' in accordance with agreed procedures.
- 1.8 To deal with minor injuries and/or report to School Nurse. Enter into accident book and report to relevant member of staff according to the practice of the school.

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1.9 To ensure that pupils are returned to classrooms/appointed place at the end of playtime.

### **2. *Dining Room/Classroom duties***

2.1 To check that pupils have visited to toilet and have washed their hands and to give assistance where appropriate.

2.2 To supervise dinner queue, monitor behaviour and maintain order.

2.3 To lay tables prior to meal with specialist equipment appropriate to the needs of the pupils, clearing specialist equipment afterwards rinsing aprons and flannels used.

2.4 To ensure that pupils sit at correct tables, where necessary, to lift out of a wheelchair, deal with appropriate aids and seat in chairs/specialist chairs as appropriate.

2.5 To encourage good behaviour, self-help and social skills at the table and maintain order throughout the dining period.

2.6 To liaise with teachers/welfare and kitchen staff with regard to the special dietary needs of pupils.

2.7 To encourage pupils to eat, assist at table according to needs cut up food, pour gravy/water etc., assist with feeding when the pupil is not capable of feeding him/herself, using specially adapted cutlery and plates where necessary.

2.8 To clean up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.

2.9 To deal with body spillage's in the dining hall in accordance with the Council's infection control procedures, to change clothing and wash pupil if necessary.

2.10 To administer medication with food under the direction of the Nurse/Headteacher after written instructions from parent.

2.11 To re-seat pupils in wheelchairs and replace medical aids where necessary and return to classrooms/appointed place.

2.12 To ensure crockery, cutlery and equipment used in classroom feeding is taken to the kitchen to be sterilised.

### **3. *Toileting and other duties***

The precise duties will depend on the needs of the individual pupil but may include:

3.1 To undress pupil, change incontinence/sanitary pads, wash and dry pupil, rinse clothes and change if necessary.

3.2 To accompany pupil to toilet with assistance if necessary and deal with medical aid/lift from wheelchair. To remain with the pupil, being aware of behavioural difficulties and ensure that the pupil follows correct hygiene requirements.

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- 3.3 To toilet pupils using a special toilet which involves:
- Undressing the pupil removing incontinence/sanitary pads.
  - Carrying him/her (with assistance) and seat on special toilet.
  - Ensure safety guard is in position.
  - Operate special toilet (which also washes and dries user) and remain in attendance.
  - Replace incontinence/sanitary pad and dress pupil.
  - Rinse soiled clothing and change if necessary.
  - Return pupil to wheelchair and/or replace medical aids as necessary.
- 3.4 To lift from wheelchairs/medical aids when required after meals and, in accordance with instructions place on mats, beanbags or over 'wedges' and permanently supervise. As necessary to operate such medical aids in accordance with instructions (e.g. sideliner to aid digestion of food, splints on limbs etc.)
- 3.5 To clean or assist pupil to clean teeth after a meal according to the needs of the pupil.
- 3.6 At all times to deal with body fluids (including blood and seminal fluid) in accordance with the Council's infection control procedures.
- 3.7 To dispose of incontinence/sanitary pads, cloths, towels used following infection control procedures either using an incinerator machine or placing in sacks for collection. To secure room in which incinerator and bags are located after use.
- 3.8 To be aware of the varying cultural backgrounds of pupils and to respect the dignity of all pupils.