

St Bede's Catholic College

JOB DESCRIPTION

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| JOB TITLE | School Meals Supervisory Assistant (SMSA) |
| GRADE | £9 per hour |
| MANAGED BY | Vice Principal (Personnel) |

It is the responsibility of all staff to support the provision of a good education for all pupils.

Purpose of the Job

To supervise, guide and assist pupils during the midday break, so as to ensure the safety, general welfare and proper conduct of pupils during this period.

Key Job Outcomes

1. To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting.
2. Report behaviour observations to a teacher in order for them to maintain the College's standard of discipline and behaviour
3. Work to College policies to maintain a safe environment for pupils and other staff.

General Accountabilities

- A. So far as reasonably practicable, the post holder must promote safe working practices within their work areas.
- B. Work in compliance with the college policies and procedures.
- C. Ensure that output and quality of work is of a high standard and complies with the high expectations of the college for all employees.
- D. All employees participate in an annual review of performance and agree targets for further development.

Date of Job Description: September 2019