

# Exwick Heights Primary School

## Mealtime Assistant Job Description

<b>GRADE:</b>	Pupil Contact Grade A
<b>Scale Point:</b>	1
<b>Responsible To:</b>	Lead MTA
<b>Hours of Work:</b>	Monday –Friday 11:45am – 1:15pm term time only.

### JOB PURPOSE

This document outlines the duties required for the post of Mealtime Assistant and indicates the level of responsibility. It is not a comprehensive or exclusive job description and duties may vary from time to time. This does not change the general character of the job or the level of responsibility entailed, for example, changes in rota duties according to team decisions, changes in age range supported according to the wishes of the Headteacher or the team.

As a Mealtime Assistant you are responsible in the first instance to the Lead Meal Time Assistant and then the Deputy Headteacher. The Lead Mealtime Assistant will supervise the day to day administration and the overseeing of Mealtime Assistant duties.

As a Mealtime Assistant and member of staff at Exwick Heights Primary School you are expected to fit in with all policies and guidelines of the school.

### OUTLINE JOB DESCRIPTION

School Meals and Packed Lunches - you are required to: -

- Arrive promptly at 11:45am and sign in
- Ensure that children wash their hands before eating
- Encourage good table manners and social / orderly behaviour
- See that drinking water/drinks of the day are provided
- Assist young children in handling knives and forks and where necessary cut up their food
- Encourage children to try foods and eat the meal provided, discourage food waste
- Inform class teachers if children persistently eat very little
- Enable children to become independent in the orderly return of empties to a given point
- Wipe down tables / chairs
- Clean up immediately after spillage of food, water or sickness in dining area during the service of the meal

**General – you are required to: -**

- Undertake MTA duties as requested
- Supervise in the playground by circulating amongst children. MTAs should ensure that they maintain distance from other MTAs to ensure that all areas of the playground are fully supervised
- Supervise children in designated area, other than the playground during wet weather
- Ensure areas are left clean, in good order/tidy

- Attend to minor accidents and report or refer to first aider
- Report to Lead Mealtime Assistant any untoward circumstances
- Ensure that children do not leave the school without permission from a member of the senior leadership team
- Assist the senior leadership team in the care of the safety and well-being of children

### **Outdoor Play**

- Interact and assist in games to encourage turn talking, co-operation and sharing
- Encourage children to play games and teach children new games
- Encourage children to observe the school's Behaviour Policy at all times. MTA to make decision on action to be taken, in line with the Behaviour Policy, if they feel a child has been playing inappropriately
- Ensure the children put away outdoor play equipment tidily, ready for handover to class teachers at end of lunchtime
- Encourage positive behaviour at all times
- Communicate with and listen to the children. Help children to form friendships and when appropriate help to maintain these friendships
- Attend to any accidents and follow school procedures in dealing with them. Report any accidents to the class teacher at the end of the lunchtime break when you hand back the responsibility of the children

### **Wet Playtimes**

- Encourage an orderly and safe environment at all times
- Make yourself familiar with the 'wet play box' and establish what other items are permitted during wet play
- Supervise wet play activities encouraging children to put items away as they finish with them and before moving onto another activity
- Ensure the children tidy up the classroom before the end of the lunchtime ready for the beginning of afternoon lessons
- Hand over the responsibility of the children to the class teacher when he/she arrives back in the classroom at end of lunchtime

## ***INTIMATE CARE GUIDELINES FOR LUNCHTIME SUPERVISORS***

### **GUIDELINES FOR GOOD RELATIONSHIPS**

- **TREAT ALL CHILDREN FAIRLY, KINDLY AND EQUALLY.**  
It is all too easy to jump to wrong conclusions about a situation. The children **must** be given an opportunity to explain their behaviour. Don't act on hearsay; only act on what you are sure you saw.
- **BE FRIENDLY AND APPROACHABLE.**  
Children need to see you are someone who is approachable and ready to listen to them. A cold or distant manner will stop them from approaching you.
- **GIVE GENTLE REMINDERS**

Children often simply forget some rules e.g. running in the corridor. A gentle reminder is often all that is needed to correct this.

- **STAY CALM**  
Try to stay calm at all times. This will help you to remain in authority and be effective. If you get cross with the child they will get even crosser
- **SMILE**  
Try and remember to smile at the children, they will then see you as someone warm and friendly.
- **TRY AND CHAT**  
Be willing to chat and engage with children about their news, interests and activities whilst keeping an eye on children generally
- **GIVE PRAISE**  
Praise is more effective than criticism so try and use praise frequently
- **GIVE INCENTIVES**  
Ask the school if there are any special stickers or incentives that you could use
- **BE FAIR**  
Be fair when applying the school's behaviour & discipline policy- if you don't spot the trouble don't rely on the word of other children - take time to talk it through but look out for it deliberately
- **BE POLITE**  
Set a good example to the children by speaking politely to them. Ask girls as well as boys to do the heavy jobs
- **AVOID GETTING INTO A CONFRONTATION**  
Don't argue with a child, this undermines your authority. Repeat your request calmly, then use school's behaviour & discipline policy
- **HELP A CHILD "BACK OUT" OF AN AWKWARD SITUATION**  
If a child is deliberately rude, ask them to repeat what they said. This allows the child to retract the statement or apologise. Accept any apology graciously and don't continue to scold
- **DON'T SHOUT**  
Avoid shouting at all times. If the noise level is high, ask the school if there are other ways you can gain silence. Don't shout in anger
- **DON'T USE SARCASM**  
Don't belittle children by using sarcasm - this leads to resentment
- **DON'T USE LABELS**  
Don't give children negative labels such as "naughty", "rude", or "stupid". Tell the child their behaviour is unacceptable, remember labels "stick"
- **WATCH OUT FOR LONELY INDIVIDUALS**  
Watch out for lonely or isolated children. Talk to them and try and involve them in games with the other children.