

Job Description

Job Title:	Mealtime Assistant
Multi Academy Trust:	Ted Wragg Trust
Location:	Exwick Heights Primary School
Responsible To:	Lead MTA
Salary Grade:	A1

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.

Other Information

- The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The post holder may be required to move their base to any location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Person Specification

Qualifications and Experience	Essential / Desirable
Requirement to participate in training or development as and when identified by line manager as essential for performance of the post.	D
Experience of working with children.	D
Experience of working as part of a team.	D
Experience of working in a school environment.	D
Knowledge, Skills and Understanding	
Ability to work independently using own initiative.	E
Ability to self-evaluate learning needs and actively seek learning opportunities.	E
Ability to relate well to children and adults.	E
Ability to demonstrate and promote good practice in line with the ethos of the school indoors and outdoors.	E
Have a consistent approach with children.	E
Have a firm commitment to the protection and safeguarding of children at all times.	E
Have sufficient understanding and use of English to ensure the well-being of children in their care.	E
Can communicate effectively with adults and children.	E
Personal and Interpersonal Qualities	
Be prepared to adopt and support the core values of the Ted Wragg Multi Academy Trust, in order to play your part in providing high quality education and support to our students and other staff colleagues.	E
Understand, promote and uphold policies for safeguarding children and young people	E
Maintaining absolute confidentiality and integrity; being trustworthy and honest.	E
Excellent interpersonal and communication skills.	E
Committed to equality and diversity.	E
Work constructively as part of a team.	E
Have a calm, consistent approach and be warm, welcoming and personable.	E
Able to maintain confidentiality.	E
Other	
This post is subject to an enhanced DBS disclosure	E
This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English	E