

## Meal Time Assistant Job Description

### Key Purpose of the Role

To lead and structure outside play. Supervising and assisting pupils to ensure they are kept safe and happy during lunchtimes. To liaise with relevant teaching and support staff to ensure issues during the lunchtime are communicated effectively and to supporting the wellbeing of the pupils

This role is graded at St Christopher's Pay Scale grade 1.

### Line Management

1. Line management by Senior MTA, overall responsibility to Headteacher
2. Direct to the Designated Safeguarding Lead for all matters concerning Child Protection

This post has no line management responsibilities.

### Key Roles and Responsibilities

#### Pupil Support

##### Dining Hall (when additional support needed)

- Set up the dining hall
- Supervision of all pupils during their meal time and organising the dinner queue
- Assist pupils when eating, especially with handling cutlery and cut up food if necessary
- Encourage good table manners and respectful behaviour in the dining hall
- Encourage children to eat their meal and avoid waste
- Supervise the orderly return of 'empties' to a given point
- Wipe down tables as required, especially between sittings
- Clean up after spillages of foods or liquids, including sickness

##### Playground

- Set up and clear away play activities – lead games/activities.
- Supervise pupils, ensuring their safety
- Help pupils with positive play, encouraging cooperation and creativity, modelling and initiating where required
- Play with pupils
- Assist pupils with resolving conflict
- Ensure pupils are dressed appropriately for the weather

##### Other Areas

- Report any safeguarding concerns using the academy systems
- Encourage the development of communication through talking to pupils
- Assisting pupils to develop independence
- Supervise pupils in designated areas during wet weather
- Attend to minor accidents and report using academy systems
- Attend training, especially annual safeguarding training
- Be vigilant in assessing risk and help pupils to do the same
- Attend to the care of younger pupils with toileting accidents etc.
- Attend to the pupils' personal needs and implement related personal programs, including social, health, physical, hygiene and welfare matters. This may require intimate care for some pupils
- Ensure good behavior, dealing with issues where possible, or requesting assistance if needed
- Report any unresolved behaviour using the relevant academy system

**General**

- Be aware of and comply with policies and procedures of St Christopher's C of E (Primary) Multi Academy Trust and those of the academy, especially those relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Uphold and contribute to the overall ethos/work/aims of the school
- Attend relevant meetings as required
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required

**General Notes**

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the Trust at the time.

**Acceptance of this Job Description**

<b>On behalf of St Christopher's C of E (Primary) Trust:</b>	<b>On behalf of the Employee:</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Printed Name:</b>	<b>Printed Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Date:</b>	<b>Date:</b>