



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Mealtime Assistant
Location:	Ashburton Primary School
Grade/salary:	Devon NJC A3 £12.85 per hour
Hours:	2.5 hours per week, 38 weeks per year
Reports to:	Headteacher
Responsible for:	N/A
Key relationships:	All school staff, pupils, catering staff

Job Purpose

The Mealtime Assistant supports the effective operation of the trust and works to uphold and promote its vision and values.

The Mealtime Assistant assists in the lunchtime supervision of pupils in the dining hall and playground/field.

Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Ensure that children wash their hands before eating
3. Encourage good table manners and social/orderly behaviour
4. See that drinking water is provided
5. Assist young children in handling knives and forks and where necessary cut up their food
6. Encourage children to try foods and eat the meal provided, discourage food waste
7. Inform class teachers if children persistently eat very little
8. Enable children to become independent in the orderly return of empties to a given point
9. Wipe down tables/chairs
10. Clean up immediately after spillage of food, water or sickness in dining area during the service of the meal
11. Supervise in the playground/field by circulating amongst children. MTAs should ensure that they maintain distance from other MTAs to ensure that all areas of the playground/field are fully supervised
12. Supervise children in designated areas, other than the playground/field, during wet weather
13. Ensure areas are left clean, in good order and tidy
14. Attend to minor accidents and report or refer to first aider
15. Report to Senior Leadership Team any untoward circumstances
16. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
17. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
18. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
19. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

STRONGER TOGETHER... EVERY CHILD IN A GREAT SCHOOL

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Outdoor Play

1. Interact and assist in games to encourage turn taking, co-operation and sharing
2. Encourage children to play games and teach children new games
3. 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
4. Ensure the children put away outdoor play equipment tidily, ready for handover to class teachers at end of lunchtime
5. Encourage positive behaviour at all times
6. Communicate with and listen to the children. Help children to form friendships and when appropriate help to maintain these friendships
7. 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

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

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION – MEALTIME ASSISTANT

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-LED CULTURE (The WeST Way) – it is important to us that your values align with ours:			
Collaboration:			
We are “Stronger Together”, sharing expertise across the Trust to lift every school	E		✓
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny	E		✓
Integrity:			
We act ethically, transparently, and with financial propriety	E		✓
Compassion:			
We recognise the need and act with positive intention to support wellbeing	E		✓
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity	E		✓
QUALIFICATIONS:			
Good understanding of written and spoken English	E	X	X
EXPERIENCE:			
Basic understanding of child development and learning	E	✓	✓
Competent ICT skills and ability to communicate via email	D	✓	✓
Evidence of having effectively supported children who have additional needs	D	✓	✓
KNOWLEDGE, SKILLS AND ABILITIES:			
Willingness to go the extra mile to secure high levels of pupil engagement	D		✓
Ability to be flexible and use own initiative	E		✓
Good interpersonal skills	E	✓	✓
Ability to relate well with children and adults	E		✓
Excellent relationships with colleagues and ability to work within a team	E		✓
FURTHER REQUIREMENTS:			
Commitment to further professional development and learning	D	✓	✓
Maintaining professional and confidential approach to information about pupils, families and staff	E		✓