

Role Profile

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Job Title		MTA (Primary)	Job No. (Office Use)		Grade Grade A
School		Stoke Damerel Primary Academy		Department	Support
Reports to (Job Title)		Assistant Headteacher		DBS check required	Enhanced DBS check required
Job Purpose	<ul style="list-style-type: none">To ensure the smooth operation of arrangements for the supervision of pupils during the lunch break.				
Decision Making	<ul style="list-style-type: none">To ensure the smooth operation of arrangements for the supervision of pupils during the lunch break.				
Accountabilities	<ul style="list-style-type: none">Encourage the children to eat the meal provided and promote appropriate table manners and behaviourEnsure the safety, welfare and appropriate conduct of pupils during the midday break period in accordance with the practices and procedures of the schoolEnsure the health, safety, conduct and well-being of all pupils and in particular those in the class allocated under the duty rotaUndertake playground duty, supervising by circulating amongst childrenEnsure the dining area is kept clean and in a hygienic conditionAssist in demonstration of duties to new members of staffEnsure playground equipment is used and stored properlyUndertake other duties appropriate the grade of the post				

Demands	<ul style="list-style-type: none"> • There is a requirement for the post holder to walk/stand throughout the entire lunchtime period and to lift and move dining room furniture within the dining hall area. • The post holder is also required to wipe down tables between sittings and clean up any spillages or bodily fluids during the service of the meals. • The post holder will be required to be alert to the actions of the children, for short periods of time, both in the dining hall and in the playground.
Working Conditions	<ul style="list-style-type: none"> • Dining hall environment with a percentage of the lunchtime period spent outdoors undertaking playground duty. • The role involves considerable exposure to high noise levels, inclement weather and bodily fluids. • The post holder may at times be required to deal with difficult or demanding children.
Experience, Knowledge and Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Understanding the needs of children • Understanding of Health and Safety issues • Understanding of the issues surrounding the safety of children • Basic knowledge of first-aid
Skills and Technical Competenci	<ul style="list-style-type: none"> • The post holder requires judgemental skills to identify straightforward solutions to simple problems. • Oral communication skills required to exchange straightforward information with work colleagues and pupils. Some tact may be required
Corporate Standards	<ul style="list-style-type: none"> • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures. • Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the Trust equalities policy and relevant legislation.