



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	Meal Time Assistant
<b>Location:</b>	Across the Trust based at Morley Meadow Primary currently
<b>Grade/salary:</b>	Plymouth Grade A Pt 2 actual salary of £3122.82 per annum
<b>Hours:</b>	6.67 hours (38 hours a week)
<b>Reports to:</b>	Headteacher
<b>Responsible for:</b>	N/A – no line management responsibilities
<b>Key relationships:</b>	Teaching and support staff team

### Job Purpose

To supervise and support the needs of children during the break times, ensuring their safety, as well as maintaining and encouraging good behaviour and promoting positive playtimes.

### Duties and Responsibilities

#### 1. School Meals

- Encourage good table manners and orderly behaviour in Dining Hall.
- Assist young children in handling knives and forks and if necessary, cut up their food.
- Promote and encourage healthy eating.
- Supervise the orderly return of dishes to a given point.
- Wipe down tables between sittings.
- Engage children in the cleaning up of their spillages of food and litter, as appropriate.

#### 2. General

- Undertake playground and play leadership duty, supervising by circulating amongst children as set by the headteacher.
- Supervise children in designated area, other than playground, during wet weather.
- Attend to minor accidents and report to first aiders in the school.
- Support the effective operation of the Mealtime Assistant team by demonstrating flexibility and co-operation.
- Undertake training as required at the school or at an alternative venue.
- Report to Headteacher/Deputy Headteacher any untoward circumstances.
- Assist Headteacher as required in order to care for the safety and well-being of children.

- Support the Relationships (Behaviour) Policy and report all incidents through the schools' existing procedures.

### 3. Safeguarding

- Undertake Level 2 Safeguarding Training annually.
- Have a responsibility to promote and safeguard the welfare of children.
- Seek advice and report any safeguarding concerns to the DSL/DDSL.
- Follow the Westcountry Schools Code of Conduct.

### **Trust expectations:**

4. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
5. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
6. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
7. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

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

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)
<b>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
<b>QUALIFICATIONS:</b>			
First aid	D	X	X
Level 2 safeguarding or willingness to complete	E	X	X
Awareness of health and safety – willing to complete iHASCO training	E	X	X
<b>EXPERIENCE:</b>			
Interacting and engaging children and young pupils	E	X	X
Experience of supervising in a school environment or other suitable experience such as youth groups and community groups where there is supervision of young children.	D	X	X

Leading play activities and setting up game ideas for pupils.	D	X	X
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Oral communication skills required to exchange straightforward information with colleagues and pupils	E	X	X
There is a requirement for the post holder to walk/stand throughout the entire break period and potentially assist with lifting/moving dining room furniture within the dining hall area.	D	X	X
Proactive in identifying potential hazards and tasks in a busy environment	E	X	X
Awareness of food hygiene	D	X	X
Awareness of SEND and pupils emotional / social needs.	D	X	X
Written and verbal communication skills	E	X	X
Working as part of a team	E	X	X
<b>FURTHER REQUIREMENTS:</b>			
Commitment to safeguarding	E	X	X
Supports the implementation of the school values	E	X	X
Enhanced DBS certificate	E	X	X