



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Mealtime Assistant
Location:	Across the Trust (based at Yealmpton Primary)
Grade/salary:	Devon Grade A scale point 3 £2801.82 per annum
Hours:	5 hours per week (38 weeks per year - term time only) Days to be confirmed
Reports to:	Headteacher
Key relationships:	Teaching and support staff team

Job Purpose

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

Duties and Responsibilities

At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.

- 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.
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.
- 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.
- Safeguarding
- Undertake Level 2 Safeguarding Training annually.

For the Trust

- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- 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.

Signed:

Employee Name:

Signed:

Managers Signature: