



JOB DESCRIPTION

Job Title:	Meal Time Assistant
Location:	Across the Trust (based at Holbeton Primary School currently)
Grade/salary:	Devon NJC Grade A £1,145 (pro rata £24,796)
Hours:	2.5 Hours per week Monday - Friday: 12.55pm – 1:25pm 38 weeks per year
Reports to:	Headteacher
Key relationships:	Catering Assistant

Job Purpose

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

We are seeking an enthusiastic and caring Teaching Assistant to provide support to children within our school. In this role, you will work closely with targeted children to help them access the curriculum, participate in activities, and reach their full potential. You will be an integral part of their educational journey, offering support and guidance while fostering a positive and inclusive learning environment.

We are looking for someone who:

- Patience, empathy, and a passion for supporting children
- Excellent communication and interpersonal skills.
- Ability to work as part of a team and independently.
- A positive and flexible attitude towards working with children with diverse needs

Key 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. Undertake the following responsibilities:
 - Encourage good table manners and orderly behaviour in Dining Room.

- See that drinking water is provided and assist in pouring water for young children.
 - Assist young children in handling knives and forks and if necessary, cut up their food.
 - Encourage children to eat the meal provided and encourage them in avoidance of waste.
 - Supervise the orderly return of empties to a given point.
 - Wipe down tables between sittings.
 - Clean up after spillage of food, water or sickness in dining area during the service of the meal.
 - To facilitate and support young people's self-directed play.
 - To support the team to create a warm, welcoming and inclusive play environment where children and young people feel valued.
 - To collaborate with other staff in the planning and running of sessions so that the playground offers a broad range of play and activities.
3. This role involves working with young children. The post holder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people in all aspects of the everyday school life. The successful applicant will be required to provide two referees and undergo an enhanced DBS (Disclosure & Barring Service) check.
 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

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
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
We recognise need and act with positive intention to support wellbeing	E		X
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny	E		X
Integrity:			
We act ethically, transparently, and with financial propriety	E		X
Collaboration:			
We are "Stronger Together," sharing expertise across the trust to lift every school	E		X
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity	E		X
QUALIFICATIONS:			
Good numeracy/literacy skills	E	X	
EXPERIENCE:			
Working with or caring for children of relevant age	E		X
Basic understanding of child development and learning	D		X
Evidence of having effectively supported children who have additional needs	D		X
KNOWLEDGE, SKILLS AND ABILITIES:			
Ability to work constructively as part of a team, to understand roles and responsibilities and own position within those	E		X
Ability to be flexible and use own initiative	E		X
Good interpersonal skills	E		X
Ability to relate well with children and adults			

FURTHER REQUIREMENTS:

Commitment to further professional development and learning	D		X
Maintaining professional and confidential approach at all times	E		X
Evidence of a commitment to promoting the welfare and safeguarding of children and young people	E		X