

Oakwood Primary Academy Meal Time
Assistant Job Description

Role Profile					
Job Title	Meal Time Assistant (MTA)	Job No. (Office Use)		Band/Band Range- (for career grades)	Grade B
Reports to (Job Title)	Headteacher		Org Chart Attached?	NA	
Suitable for Job Share (Y/N)	N		If No – reason		
Location	Oakwood Primary Academy		Shift Pattern	As per the needs of the business	
DBS check required	Enhanced				
Job Purpose	To work under the instruction/guidance of the Headteacher and classroom staff to meet the needs of all children during lunchtime. A Meal Time Assistant will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.				

Decision Making	<p>The job involves working from instructions from the classroom teacher but at times will require you to take your initiative in the moment to support and challenge children in their learning. Regular conversations around expectations and role requirements will be ongoing to meet the needs of the individuals in the classroom.</p>
Accountabilities	<p><u>Supervision</u></p> <ul style="list-style-type: none"> • Supervise pupils in in the lunch area, playground and classrooms (for wet play) • Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher • Monitor pupils that aren't engaging in play and feedback any concerns to class teachers <p><u>Organisation</u></p> <ul style="list-style-type: none"> • Set up and put away the tables, chairs and other equipment needed for eating in the lunch area • Manage pupils' entrance and exit from the lunch area in an orderly manner • Clean up food and water spillages <p><u>Health and safety</u></p> <ul style="list-style-type: none"> • Observe pupils and the environment and take action to minimise any identified health and safety risks • Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider • Record details of incidents in line with the school's reporting procedures • Be aware of and support pupils with medical/dietary needs • Promote the school's policy around healthy eating to pupils • Feedback concerns relating to pupils' health and safety to a senior member of staff <p><u>Behaviour</u></p> <ul style="list-style-type: none"> • Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy • Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy • Make sure children tidy up after themselves in the lunch area and when using play resources/equipment • Follow any directions from class teachers on supporting specific pupils with challenging behaviour <p><u>Play</u></p> <ul style="list-style-type: none"> • Setting up and packing away play equipment • Organise play activities to encourage pupils to play and make use of play equipment • Offer educational instruction where needed to help pupils to share play equipment • Help to resolve issues between pupils during play activities <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • Make sure pupils remain on the school premises during the midday break • Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Demand s	<p>Post Holder will be required to prepare resources, monitor provision, and report regular feedback. Post holder needs to have good communication skills to be able to converse with children, colleagues and at times, professionals.</p>
Working Conditions	<p>Post holder will support children both inside and outside of the lunch hall during lunchtime, referring to the schools Behaviour Policy where relevant to ensure positive play. The post holder will be subject to occasional exposure to pupils exhibiting difficult and challenging behaviour. The post holder may need to deliver first aid to children alongside colleagues and ensure appropriate paperwork is completed.</p>
Experience, Knowledge and Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Previous experience is desired • GCSE English and Maths at Grade C or equivalent • Knowledge of First Aid and be willing to complete a First Aid qualification • Be willing to take part in specific training related to a child, the class or the school • Knowledge of effective strategies to develop learning and positive behaviours • Understanding of EYFS/National Curriculum, Assessment for Learning and other basic learning programmes and strategies
Skills and Technical Competencies	<ul style="list-style-type: none"> • Post holder will be required to use interpretation skills in order to solve straightforward problems • Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils and other staff. • Keyboarding skills required to support the use of ICT in learning and administration activities. Post holder will be required to operate office equipment. <p>Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a Meal Time Assitant will carry out. The postholder may be required to do other duties appropriate to the level of the role.</p>

Trust Standards

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the trust's aims and its policies and procedures.
- Model the professional standards and aspiration of the Trust at all times.
- 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's equalities policy and relevant legislation.