Job Description

Position Title	**MEALTIME ASSISTANT**		
Location	NEWTON POPPLEFORD PRIMARY SCHOOL		
Reporting to	DEPUTY HEADTEACHER		
Position Number(s)			
Grade	A		
Directorate/Section/School	EDUCATION		
Effective date of JD	SEPT 2014	**JE Job Number**	730

Job Purpose and responsibilities:

The main purpose of the job is to ensure and monitor the safety and good behaviour of children at lunchtime. This will include supporting children to eat their lunch and encourage positive play whilst supervising children outside.

Contacts will be with immediate superiors relating to the tasks to be undertaken and with pupils to oversee lunchtime activity. Has little or no authority to make decisions beyond the completion of set tasks. Able to undertake work consistent with basic knowledge and skills.

Main Duties:

The following is an outline of the range of duties that can be expected of a Meal Time Assistant. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school, which do not change the general character of the job or the level of responsibility entailed.

- Work with and under the supervision of the Senior Meal Time Assistant.
- Ensure children wash their hands before eating.
- Ensure children arrive and leave the area for eating in an orderly manner.
- Encourage good table manners and orderly behaviour when eating.
- Assist children in choosing a balanced meal.
- Assist children in handling cutlery, and if necessary cut up their food.
- Encourage children to eat their food.
- Provide drinking water if requested.
- Supervise the orderly return of empties/waste.
- Clean up after spillages of food/drink.
- Ensure the Senior MTA is informed of any body spillages.
- Supervise children in the playground, ensuring all play areas can be seen.
- Facilitate play activities, encouraging and promoting positive, non-aggressive behaviour.
- Deal with any disputes in line with the school's Behaviour Policy.
- Supervise children in designated areas during wet weather.
- Ensure that children do not leave the premises.

- Ensure children who feel unwell or who are injured go to the First Aid MTA. A well child to be sent as well, with the instruction to report back on outcome.
- For any major injury, ensure the child is not moved and the Senior MTA immediately sent for.
- Assist the Senior MTA as required in order to care for the safety and well-being of the children.
- Immediately inform the Head Teacher of any concerns relating to Child Protection.

This job description will be reviewed at the request of either the post holder or the Headteacher.