

Job Description

Position Title	Meal Time Assistant		
Location	Ellen Tinkham School		
Reporting to	Class Teachers		
Position Number(s)			
Grade	B		
Directorate/Section/School	CYPS		
Effective date of JD		JE Job Number	

Job Purpose including main duties and responsibilities:

To help set up the dining areas for lunch, provide supervision and assist pupils during lunchtime, help clear the dining areas after lunch and undertake playground duties.

Our pupils all have complex learning difficulties and will require more supervision and support than will be needed in a mainstream school. Some pupils may have medical conditions and emergency medical protocols which require close supervision but Meal Time Assistants will not be expected to administer medicines.

Specific duties and routines will be explained at interview and training will be given at the start of the job. There will always be Teaching Assistants and/ or Teaching staff on hand to give guidance and supervision.

Main duties and responsibilities:

- Meal time supervision
- Ensure the tables used are wiped down after the meal is finished and the floor swept.
- See that drinking water is provided and assist in pouring water for young children.
- Assist 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.
- Clean up after spillage of food, water or sickness in the dining area, during the service of the meal.
- Put out chairs and lay up the tables with cutlery, cups, plate guards etc.
- Where necessary help with feeding.
- Undertake playground duty, supervising by circulating amongst children and bringing the children in from the playground.
- Supervise children in designated area, other than playground, during wet weather.
- Attend to minor accidents and report to class teacher as appropriate.
- Assist as required in order to care for the safety and well-being of children.
- To attend to the children's general welfare (including first aid), personal needs and personal hygiene.
- To attend training sessions and courses.

- To perform a supporting role in reinforcing instructions and assisting students in learning.
- Occasional supervision of group or whole class in emergency situation only.
- To develop skills necessary to work effectively with students e.g. makaton.
- Promote and safeguard the welfare of children and young people
- To report to Teacher on duty any behaviour which is of concern;
- Ensure all incidents and accidents are reported using the correct procedures.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience	◦	◦ Experience of working as an MTA or working with children in an education setting	◦ Application Form/ Demonstrate knowledge at Interview
Practical Skills	◦ Ability to supervise children ◦ Observant ◦ Awareness of health & safety and able to assess situations	◦	◦ Application Form ◦ Demonstrate at interview
Communication	◦ Ability to communicate well with colleagues and children	◦ Experience of Makaton and/ or working in a special needs setting	◦ Application Form ◦ Demonstrate at interview
Organisational skills	◦ Organised with the ability to juggle multiple activities	◦	◦ Application Form ◦ Demonstrate at interview
Strategic Thinking	◦ Ability to think ahead and respond to changing circumstances	◦	◦ Interview Test ◦ Demonstrate at interview
Education and Training	◦ Good standard of spoken and written English	◦ Understanding of Child Protection /Safeguarding responsibilities within a school environment	◦ Application Form ◦ Demonstrate at interview
Personal Qualities	◦ Positive outlook, cheerful, energetic and able to work well with children and young adults.	◦	◦ Application Form ◦ Demonstrate at interview
Equal Opportunities	◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary	◦	◦ OH1
Other relevant factors	◦ Commit and conform to DCC Customer Service Standards	◦	◦

Health & Safety:

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and reviewed on an individual basis with job-holders.

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment		
Electricity – fixed / portable		
Manual handling	✓	Advice at Induction
Verbal / physical abuse	✓	Advice at Induction
Work equipment		
Fire		
Environmental		
Isolation / lone-working		
Slips, trips & falls	✓	Advice at Induction
Chemical		
Working with Vulnerable persons	✓	Advice at Induction
Premises related		
Transport risks		
Working at heights		
Other		

This is the GLPC part of the Job Description and the manager needs to complete this giving careful consideration to the duties of the job:

1. **Supervision and Management:**
N/A
2. **Creativity and Innovation:** Will have the opportunity to create and take part in imaginative play and games.
3. **Links with other officers, Service users or Members of the Public:** Will be part of the lunch time supervisory team interacting with other duty staff and pupils. Will not normally have contact with parents or members of the public.
4. **Levels of Responsibility:** Will always have duty staff on hand for assistance, guidance or support with decisions, either teaching assistants or teachers. Will be responsible for monitoring and supervising pupils
5. **Effects of Decisions:** Will need to exercise discretion and make judgements involving pupil incidents or accidents
6. **Resources:** Play and meal time resources will be provided.
7. **Work Demands:** Supervising groups of children as part of the lunch time supervisory team, responding to needs of children, dealing with potentially challenging and unpredictable behaviours.
8. **Physical Demands:** Will need to be generally fit and active to supervise and monitor pupils and to set up / clear the dining hall
9. **Working Conditions:** May be required to work out doors during cold / sunny weather so should take this into account when coming to work and take appropriate precautions e.g. warm coat in winter or sunscreen /sun hat in summer
10. **Work Context:**
11. **Knowledge and Skills:** Will need to have appropriate safeguarding training.

Job GLPC profile – to be completed by the J.E team

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

Signatures:

Job Description agreed by:

Line/Originating Manager: _____ **Date:** _____

Head of Service/Head teacher _____ **Date:** _____