

Mealtime Assistant Job Description

School:	Alphington Primary School
Salary Grade:	A
Title:	Mealtime assistant
Responsible to:	Headteacher/Deputy Headteacher

Main Purpose of Job

To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third-party services.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main Duties and Responsibilities

- To supervise children during the lunch period in accordance with the Academy's pupil management, discipline, behaviour, and bullying policies. To complete the necessary records with regard to any incidents relating to such policies, in accordance with the policies.
- To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
- To assist children in preparing for meals including handwashing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
- To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
- To organise approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. To remain aware of children with special educational needs and liaise with the SENDCo to ensure play activities are appropriate and safe for all children.
- To arrange appropriate indoor activities are made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.
- To deal with emergencies that may occur in accordance with the academy's procedures and inform a member of the teaching staff/Headteacher in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the school's procedures.
- To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the Academy's First Aid policies and procedures.

- To report back to the appropriate Teacher any issues relating to children’s progress, achievements, behaviour or problems which may become apparent.
- To undertake all duties and responsibilities with due regard to the Academy’s Security Policy and, in particular, remain aware of intruders entering the school grounds.
- To undertake other duties appropriate to the grading of the post as required.
- To be aware of and work in accordance with the school’s (or for service areas – the Council’s) child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School’s (or for service areas – the Council’s) Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the school (or for service areas - the Council).
- The post holder is responsible for his/her own self-development on a continuous basis.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

At ELAT we expect staff to model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	