



Yealmpton Primary School

Job Description – Meal Time Assistant

Post: Meal Time Assistant
Responsible to: Head teacher

Job Purpose:

- To positively promote healthy, safe and considerate behaviour.
- To build appropriate relationships with pupils, providing a role model and leading by example.
- To proactively ensure pupil compliance with school's rules.
- To support school behaviour management by supervising areas of the school during lunchtimes and providing activities which engage the pupils.
- To be responsible for the supervision, safety, welfare and good behaviour of pupils during lunchtime.

Key Duties:-

Lunches

- Ensure that children entering the dining room have clean hands.
- Encourage good table manners and orderly behaviour in the dining room.
- See that drinking water is provided and assist in pouring water for young children.
- Assist young children in handling knives and forks.
- Encourage children to eat the meal provided and encourage them in avoidance of waste.
- Assist young children to choose a balanced meal.
- Supervise the orderly return of empties to a given point.
- Wipe down tables and chairs between sittings.
- Clean up after spillage of food, water or sickness in the dining area during the service of the meal using appropriate equipment.
- Assist children with their packed lunches as necessary.

General

- Assist with the setting up and clearing away of the dining hall.
- Uphold the positive behaviour and discipline policy that we have in this school.

- Undertake playground duty, supervising by circulating amongst the children. (This surveillance should not be carried out by pairs of Lunch Time Supervisors).
- Supervise children in the designated area, other than playground, during wet weather.
- Attend to minor accidents and report to the Headteacher or First Aid worker at the same time entering details of the accident in the appropriate book.
- Report to the Head teacher if there are any untoward circumstances.
- Ensure that children do not leave the school without the permission of the Headteacher.
- Assist the Head teacher as required caring for the safety and well-being of the children.
- Report back to the children and teacher of the class for which you are responsible at the end of each lunch time retaining the positive agenda of the behaviour policy.
- Undertake any training that will enhance your skills or knowledge, deemed necessary for the highest quality supervision of the children including child protection
- Become part of the team at Yealmpton Primary School.
- To report to the team leader any changes etc.
- Liaise closely with the class teacher
- To attend courses and read documentation pertinent to understanding the skills required for this post.
- To attend team meetings and training (specifically annual safeguarding training) as directed by the Head teacher.

General requirements and Skills

- Ability to demonstrate a flexible approach to work.
- Ability to offer reliability and punctuality.
- Ability to keep calm under pressure or during unexpected circumstances.
- Ability to demonstrate common sense and initiative.
- Ability to be firm but fair at all times.
- Willingness to maintain confidentiality on all school matters

Sept 2024