



Job Description



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| Job Title | Mealtime Assistant / Play Assistant |
| Reporting to | Lee White |
| Effective date | September 2020 |

Job Purpose including main duties and responsibilities:

Assist in the lunchtime supervision of children.

Key Accountabilities:

Main responsibilities

- Supervise the collecting of children from the playground and taking them to their lunch room
- Hand out drinks and salad and assist with the children's meals as necessary
- Ensure appropriate behaviour while the children are eating – no shouting or walking about while eating, keep the volume to an acceptable level (many children with sensory issues find noisy lunchtimes particularly difficult)
- Supervise children moving from lunch room to playground ensuring vigilance when crossing the road in particular
- Undertake playground duty, supervising by circulating amongst children. This surveillance should not be carried out by pairs of Mealtime Assistants
- Supervise children in designated area, other than playground, during wet weather
- Ensure vigilance at all times in order to prevent incidents
- Encourage positive play amongst the children, helping them to join in with games and ensuring no-one is left out
- Maintain good discipline in the playground – attend to disagreements, ensuring that all sides of the story are properly investigated
- Attend to minor accidents and report to Teachers
- Report to the Head of School any untoward circumstances
- Ensure that children do not leave the school without the permission of the Head of School
- Assist the Head of School as required in order to care for the safety and wellbeing of the children



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- Attend appropriate training, at the discretion of the school, to develop assertive discipline and positive play

Duties

- The lunchtime session is from 12.00 pm – 1.10 pm. All MTA staff will arrive in plenty of time to start the session promptly
- Five minutes is allocated for filling out injury slips and passing them on to the class teacher at the end of the lunch period (1.10-1.15pm)
- All areas of the playground are to be supervised with a periodic patrol of the inside of the school
- It is essential that one staff member is always present in each of the playground areas
- It is important that children are made aware of an adult's presence and only by circulating and observing the children will any unrest be noticed and dealt with
- General rules of expected normal behaviour will be the norm. Some rules must be adhered to:
 - Only sponge balls may be used for football
 - Skipping ropes may be used for skipping only
 - Playground equipment is to be used for its intended purpose – vigilance is required to ensure that this is monitored
 - The collection of cards is forbidden and toys from home are also not allowed
 - Children should not be in a classroom unless accompanied by an adult
 - Children's own books or magazines may be taken outside
- In cases of an accident or problems with a difficult child, this should be reported in the first instance to the teacher on duty
- Normal fire precautions should be adhered to and procedures followed at the sound of the fire alarm
- During wet periods, other supervision arrangements will be made
- At all times, it is a duty to supervise the children to minimise any safety or behaviour problems and reduce these to the minimum. Observation and anticipation is of paramount importance



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General

Mealtime Assistants should be on duty during the whole midday break. Mealtime Assistants are food handlers and must, therefore, observe good hygiene practices

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed and it cannot anticipate future service demands.

Signatures:

Job holder:

Date:

Manager:

Date:
