

## JOB DESCRIPTION

### MEAL TIME ASSISTANT – Grade: A

**Permanent 6.65 hours per week, 38 weeks per year**

<b>Reporting to:</b>	<p style="text-align: center;"><b>Headteacher</b></p> <p>To work under the direct instruction of the Head Teacher accordance with conditions of service for NJC staff. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the schools strategic improvement plan and in consultation with the post holder.</p> <p>Line Manager: Lead MTA</p>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To work as part of a team, to fulfil the rota duties and to support a positive school ethos</li> <li>• To engage in play activities with pupils and support the playground rota as required</li> <li>• To interact and respond positively to children</li> <li>• To follow the school's expectations and policies for ensuring positive behaviour</li> <li>• To supervise children washing their hands, collecting their lunch boxes and directing them in into the room where they eat lunch</li> <li>• To supervise the eating of lunch and help to maintain an acceptable level of noise and high expectations of behaviour</li> <li>• To support children with the development of table manners</li> <li>• To check pupils have eaten school dinner and lunches as required</li> <li>• To ensure that tables are clean, chairs are stacked and stored away safely</li> <li>• To supervise all areas inside and outside the school building where pupils are playing</li> <li>• To supervise children in classrooms during wet playtimes and ensure that classrooms are left tidy for afternoon learning</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• To follow the school's health &amp; safety policies</li> <li>• To report any equipment that is damaged or broken to the Lead MTA</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• To take part in relevant training including regular safeguarding training and half termly MTA meetings</li> <li>• Take part in yearly appraisal</li> </ul>

**I agree to the above:**

**Name:** \_\_\_\_\_ **(Print)**      **Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_