

Post:	MEAL TIME ASSISTANT
Responsible to:	Senior Meal Time Assistant
Grade:	Single Status A
Terms:	5 hours per week x 38 weeks per year
Overall purpose:	Ensure that students are safe and secure and well supervised during the lunch break.
Job description:	The job description will be reviewed regularly to reflect or anticipate changes in the job, commensurate with the salary and areas of responsibility.

With the teaching staff, the post holder will:

- help to deliver the Sponsor's vision and translate into practice the underpinning Christian values and moral purpose of the Academy
- establish and maintain effective relationships and communication with parents and students
- help to promote the Academy's policies
- help to develop a learning culture with high expectations in a safe and secure learning environment

Specific responsibilities:

- to promote appropriate professional development through one's own personal learning and support for colleagues
- to encourage the students entering cafeteria to be hygienic e.g. clean hands
- to encourage good table manners and orderly behaviour in the cafeteria
- to see that drinking water is provided and assist in pouring if necessary
- to assist students in handling knives and forks, and if necessary help them
- to encourage students to eat the meal provided and encourage them in avoidance of waste
- to assist students to choose a balanced meal when appropriate
- to supervise the orderly return of empties to a given point
- to clean up after spillage of food, water or sickness in dining area during the service of the meal
- to undertake playground duty, supervising by circulating amongst students. This surveillance should not be carried out by pairs of meal time assistants
- to supervise students in a designated area, other than playground
- to attend to minor accidents and report to Senior MTA
- to ensure that students do not leave the Academy without permission

Personnel:

- to take part in an annual staff performance review with the line manager
- to establish and maintain effective relationships and communication with all staff at the Academy
- to register attendance at the Academy while on site to comply with Health & Safety regulations

Name of Post Holder:	
Signature of Post Holder:	Date:
Signature of Line Manager:	Date: