

JOB DESCRIPTION

Job Title:	Midday Meals Assistant (MDA)
School:	Stapleford Abbotts Primary Academy
Location:	Stapleford Abbotts Primary Academy, Stapleford Rd, Stapleford Abbotts, Romford RM4 1EJ
Reporting To:	Headteacher
Key Internal Relationships:	Headteacher, SLT, Teaching and Support Staff

Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Job Purpose

A Midday Meals Assistant will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

The Midday Meals Assistant will:

- Be responsible for ensuring equality of opportunity for all.
- Take responsibility for promoting and safeguarding the welfare of children within the school and trust.
- Work inline with the school ethos and the trusts' vision.

Duties and Responsibilities

Supervision

- Supervise pupils in in the lunch area, playground and classrooms (for wet play).

- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher.
- Monitor pupils that aren't engaging in play and feed back any concerns to class teachers.

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area.
- Manage pupils' entrance and exit from the lunch area in an orderly manner.
- Clean up food and water spillages.

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks.
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider.
- Record details of incidents in line with the school's reporting procedures.
- Be aware of and support pupils with medical/dietary needs.
- Promote the school's policy around healthy eating to pupils.
- Feedback concerns relating to pupils' health and safety to a senior member of staff.

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy.
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment.
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour.

Play

- Organise play activities to encourage pupils to play and make use of play equipment.
- Offer educational instruction where needed to help pupils to share play equipment.
- Help to resolve issues between pupils during play activities.
- Facilitating friendships and promoting positive interaction between children.

Safeguarding

- Make sure pupils remain on the school premises during the midday break.
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals.
- Compliance with Safeguarding and Child Protection policy and procedures.

Other areas of responsibilities

All employees are expected to:

- Undertake training required to develop in the role.
- Actively promote and follow TKAT policies and procedures.
- Uphold, support and demonstrate the TKAT vision, purpose and values.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Midday Meals Assistant (MDA) will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD		
First-aid training, or willingness to complete it.	E	Application & Interview
Experience		
Experience of working with children or young people.	D	Application & Interview
Experience of working in an educational setting.	D	Application & Interview
Experience of working and collaborating within a team.	E	Application & Interview
Knowledge, Skills and Attributes		
Ability to respond quickly and effectively to issues that arise.	E	Application & Interview
Effective communication with adults and children.	E	Application & Interview
Ability to use own initiative and take action accordingly.	E	Application & Interview
Ability to follow instructions from senior team members.	E	Application & Interview
Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies.	E	Application & Interview
Ability to build effective working relationships with colleagues.	E	Application & Interview
Good time management skills.	E	Application & Interview
Personal Qualities		
Resilient, positive, and committed to our mission, ensuring every child, whatever their background, receives a high quality education.	E	Application & Interview
Commitment to supporting and understanding pupil needs.	E	Application & Interview
Enjoyment of working with children.	E	Application & Interview

Sensitivity and understanding, to help build good relationships with pupils.	E	Application & Interview
Uphold and promote the ethos and values of the school and trust.	E	Application & Interview
Maintain confidentiality at all times.	E	Application & Interview
Patient, calm and friendly manner.	E	Application & Interview
Commitment to safeguarding, equality, diversity and inclusion.	E	Application & Interview