

Role Profile

Role Profile						
Job Title		MTA Supervisor	Job No. (Office Use)		Grade	Grade B
School		Pilgrim Primary Academy		Department		
Reports to (Job Title)				DBS check required		Enhanced DBS check required
Job Purpose	To ensure the provision of a secure and welcoming facility to support, encourage and supervise pupils whilst eating their meal and undertaking play activities.					
Decision Making	<ul style="list-style-type: none">The job involves working from instructions, but making minor decisions involving the use of initiative.Problems are referred to a supervisor / manager.Little close supervision is necessary beyond that provided by working arrangements and methods.					
Accountabilities	<ul style="list-style-type: none">Responsible for the health, safety, conduct and well-being of all pupils and in particular those children the post holder has been allocated under the duty rotaArrange the daily rota for Mealtime AssistantsAssist in work familiarisation and instructing new members of staffEncourage the children to eat the meal provided and promote good table manners and appropriate behaviourEnsure the smooth running of mealtime arrangements by anticipating and dealing with problems. Also promoting constructive play ideas with the pupilsUndertake other duties as directed and commensurate with the grading of the role					
Demands	<ul style="list-style-type: none">There is a requirement for the post holder to walk/stand throughout the entire lunchtime period and to lift and move dining room furniture within the dining hall area.					

	<ul style="list-style-type: none"> The post holder is also required to wipe down tables between sittings and clean up any spillages or bodily fluids during the service of the meals leaving the dining area in a clean and hygienic condition. The post holder will be required to be alert to the actions of the children during the lunchtime period both in the dining hall and in the playground.
Working Conditions	<ul style="list-style-type: none"> Dining hall environment with a percentage of the lunchtime period spent outdoors undertaking playground duty. The role involves considerable exposure to high noise levels, inclement weather and bodily fluids. The post holder may at times be required to deal with difficult or demanding children.
Experience, Knowledge and Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> Literacy and Numeracy skills to fulfil the duties of the role such as producing daily duty rotas for other MTAs Understanding of relevant policies/codes of practice and awareness of relevant legislation including Health and Safety, Hygiene and Child Protection Commitment to and understanding of Equal Opportunities Understanding of child development and learning
Skills and Technical Competencies	<ul style="list-style-type: none"> The post holder requires some interpretation of staffing information to arrange the daily Mealtime Assistant rotas and situations that occur during the lunchtime period. Oral communication skills required to exchange straightforward information with work colleagues and pupils. Some tact may be required. In this role there are no particular requirements for developed physical skills.
Corporate Standards	<ul style="list-style-type: none"> Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures. Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures. Undertake all duties with due regard to the Trust equalities policy and relevant legislation.