**Meadowfield School Job Description**

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| **Job Title** | Midday Meals Assistant |
| **Responsible to** | Assistant Principal and appropriate Line Managers as defined within the school leadership and management structure. |
| **Salary** | Kent Range 3, 11:30am to 1:30pm, 5 days per week (Monday to Friday), term time only, 38 weeks per year, 10 hours per week. |
| **Responsible for** | Supporting:  -Safeguarding and supervision of all pupils  -Pupils with personal care and hygiene needs  -Pupils with eating their lunch  -Pupils with development of independence, communication, choice making, social skills, play skills and learning targets  -Opportunities for learning during lunch and break times  -Transition into and from lessons as required |
| **Conditions** | Kent Scheme Terms and Conditions |

**Job Context:**

Meadowfield School is a Special School located in Sittingbourne and serves pupils, ages 3 – 19, from across Swale with profound, severe and complex needs including physical difficulties and autism. Midday Meals Assistants play an important role in ensuring that pupils are engaged, safe and happy during the midday lunch and break time which is a key time of learning for all.

**Purpose of Job**

* To ensure that safeguarding, wellbeing, health and learning needs of all pupils are met.
* Support pupils with eating their lunch as well as personal and hygiene needs. This may include providing them with a drink, helping with spillages, cutting up food, assisting with feeding and caring for pupils’ personal needs including toileting.
* Support pupils’ independence, choice making and social skills.
* Support pupils during break times with social, play, communication skills while supporting positive pupil behavior
* To ensure play/break time and lunch are LEARNING times.
* Assist with setting up in preparation for pupil lunch time and playtimes
* Assist with clearing away following pupil lunch time and play time
* Support pupil behavior programs as appropriate

**Personal Specification**

* Knowledge of health and safety and first aid is desirable and training will be provided.
* Enthusiastic and ‘can-do’ approach
* Flexible and happy to work in any area of the school
* Ability to work effectively as part of a team
* Commitment to inclusive practice for our pupil with special educational needs
* Commitment to the practices, policies, code of conduct and ethos of Meadowfield School

**Safeguarding Responsibilities:**

1. To understand the role and responsibilities of all staff in the safeguarding of children in the School and in providing a safe environment in which children can learn
2. To understand and meet the responsibilities as set out in the latest edition of Keeping Children Safe in Education
3. To engage in and complete all training in regards to safeguarding and ensure school policy and practice is followed

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with KCC’s Equal Opportunities Policies.

Note

This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Signed:………………………………………….. Date:…………………………………..

**Person Specification**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **Criteria** | **Desirable/**  **Essential** | **Assessed at application/**  **interview/**  **test** |
| **Qualifications** | * Secondary Education * Relevant Qualification | **D**  **D** | **A**  **A** |
| **Experience** | * Working with children/young people * Working in school * Working within SEN environment * Working with a team | **E**  **D**  **D**  **E** | **A/I**  **A/I**  **A/I**  **A/I** |
| **Skills and Knowledge** | * Effective communication skills with adults and children * Ability to follow instructions * Ability to work effectively within a team * Knowledge of safeguarding principles and policies | **E**  **E**  **E**  **E** | **A/I**  **A/I**  **A/I**  **A/I** |
| **Attributes and behaviours** | * Commitment to upholding the school values and ethos * Commitment to maintaining confidentiality * Commitment to safeguarding, equality, diversity and inclusion | **E**  **E**  **E** | **A/I**  **A/I** |