

JOB DESCRIPTION

School: Bradfield CE Primary School	Local Authority: West Berkshire
Job Title: Lunchtime Controller	Grade/Salary Range: Band B Scale Point 1-3 (£20,258 to £20,812 pro rata)

JOB PURPOSE

Lunchtime Controllers are responsible for carrying out a range of duties in respect of the supervision of pupils and their welfare over the lunchtime period. This will include:

- Maintaining safety and discipline.
- To consistently promote positive values, attitudes and behaviour
- To promote the inclusion and acceptance of all pupils, encouraging the social and emotional development of all pupils and encouraging all pupils to participate in all aspects of school life

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Assistant Head (day to day activities) and to the Headteacher (overall pattern of work).

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of the Lunchtime Supervisor or Headteacher and within the school's policies and procedures to:

- Ensure the safety, welfare and good conduct of pupils during the lunchtime session
- Supervise pupils in the dining areas, playground or other parts of the school premises as directed encouraging and maintaining good behaviour and maintaining a safe environment for pupils, staff and visitors to the school
- Organise the children's activities before and after the lunch time meal as required, encouraging children to participate in playtime games and helping pupils to develop their social skills
- Deal with any concerns or problems arising from behaviour and report such matters to the Lunchtime Supervisor or Headteacher as appropriate
- Assist in the preparation for and tidying up after the lunch time meal
- To attend to minor accidents and injuries that may occur and ensure they are recorded appropriately in school records (when necessary training has been completed)
- Report any health and safety concerns to the Lunchtime Supervisor or Headteacher as appropriate and recognise that health and safety is a responsibility of every employee.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity, respecting pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
- Attend and participate in relevant meetings/training as required (Lunchtime staff meetings held once per term)
- Promote the welfare of children and support the school in safeguarding children. The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy
- Maintain confidentiality at all times
- Undertake other related duties as directed by the Headteacher

SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility

Bradfield CE Primary School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks, along with other relevant employment checks.

PERSON SPECIFICATION

Job Title: Lunchtime Controller	School: Bradfield CE Primary School
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* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E/D ?	CONTEXT (How the criterion will be used in the job)
<u>Qualifications and Experience</u> <ul style="list-style-type: none"> <input type="checkbox"/> Relevant qualifications to include either GCSEs grades A to C or Sub level 2 vocational qualification <input type="checkbox"/> Willingness to undertake any training as deemed necessary by the school <input type="checkbox"/> Qualified First Aider 	E E D	<p>Communicating effectively with pupils</p> <p>A qualified First Aider certificate is useful within the school environment</p>
<u>Knowledge</u> <ul style="list-style-type: none"> <input type="checkbox"/> Experience of working with children <input type="checkbox"/> Awareness of child protection, bullying issues and Health and Safety principles <input type="checkbox"/> Awareness of and willing to promote the school's inclusion policies and practices 	D D E	<p>Working with pupils from a range of backgrounds and special needs</p> <p>All staff should be aware of child protection, bullying issues and health and safety principles to ensure the safety of all pupils</p> <p>To ensure that all pupils are included as part of the school.</p>
<u>Work-related Personal Qualities</u> <ul style="list-style-type: none"> <input type="checkbox"/> Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs <input type="checkbox"/> Professionally discreet and able to respect confidentiality <input type="checkbox"/> Flexible approach to tasks <input type="checkbox"/> Willing to work as part of a team <input type="checkbox"/> Good organisational ability <input type="checkbox"/> Enthusiastic and committed, able to motivate and encourage pupils <input type="checkbox"/> Ability to listen to advice and act upon support given <input type="checkbox"/> Willingness to undertake relevant in-service training 	E E E E E E E	<p>It is extremely important that the postholder enjoys working with children so that they are able to deal with all situations in a caring and sympathetic manner.</p> <p>At times there may be confidential discussions about children or families that you are involved in to better understand your role.</p> <p>Flexibility around the school may be required at any time.</p> <p>Working with other members of staff at all levels is a key requirement of the role</p>
<u>Other Work-related Requirements</u> <ul style="list-style-type: none"> <input type="checkbox"/> Suitability to work with children <input type="checkbox"/> Patient and resilient 	E E	