

FPPF Job description: Lunchtime Controller

Main purpose

The Lunchtime controller will:

- › Support children at lunchtime in play and when eating
- › Promote pupils' independence, self-esteem and social inclusion
- › Give support to pupils, individually or in groups, so they can play safely, develop their eating skills, take part in play and experience a sense of enjoyment

Duties and responsibilities

Teaching and learning

- › Promote, support and facilitate inclusion by encouraging participation of all pupils in play
- › Use effective behaviour management strategies consistently in line with the school's policy and procedures
- › Support with maintaining good order and discipline among pupils, managing behaviour effectively to ensure fun, active and safe play
- › Organise and manage the lunch activities
- › Observe pupils at lunchtime and pass observations on to the class teacher
- › Supervise a class at playtime
- › Undertake any other relevant duties given by the Midday supervisor.

Working with colleagues and other relevant professionals

- › Communicate effectively with other staff members and pupils
- › Communicate their knowledge and understanding of pupils to other school staff including the class teacher if there is a concern or information to share
- › Understand their role in order to be able to work collaboratively with The lunch time team and other colleagues, teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- › Contribute to the development, implementation and evaluation of the school's lunch time systems and activities
- › Make a positive contribution to the wider team and ethos of the school

Health and safety

- › Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

- › Look after children who are upset or have had accidents

Professional development

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Personal and professional conduct

- › Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- › Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- › Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- › Respect individual differences and cultural diversity

Other areas of responsibility

The LC will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The LC will ensure that they adhere to the federation's equality guidance and ensure that all pupils, staff, families and visitors are treated equally as outlined in the Equality act 2010.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive headteacher, Head of School or line manager.

FPPF Person specification – Lunchtime Controller

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and experience	➤ Basic competency in Maths and English ➤ Knowledge and understanding of primary aged children ➤ Experience of supervising children as a carer or parent of young children	➤ A First Aid certificate ➤ GCSEs in English and Maths ➤ Experience as a Lunchtime Supervisor
Skills and knowledge	➤ An empathy with young children's needs ➤ Ability to treat children sensitively and fairly ➤ To work as part of a group and individually ➤ To inspire trust and confidence in children ➤ To encourage high standards of pupil behaviour at all times ➤ Good interpersonal and communication skills ➤ Good people handling skills ➤ Good team worker ➤ Good organisational skills ➤ To understand our school values and how we can support children in displaying these	➤ To be able to recognise behaviour that may be giving cause for concern ➤ To advise the Midday Supervisor when systems or routines need adjusting to improve efficiency ➤ To have a good knowledge of keeping children safe in education
Personal qualities	➤ Ability to display warmth, care and sensitivity in dealing with children and young people ➤ A positive attitude to authority and maintaining discipline ➤ A willing team player who works productively ➤ Ability to remain calm under pressure ➤ To be able to initiate games and activities appropriate to the age of children ➤ Motivation to work with children and young people ➤ Ability to form and maintain appropriate relationships and personal boundaries with children and young people ➤ Emotional resilience in working with challenging behaviours ➤ Positive attitude to use of authority and maintaining discipline ➤ Patient ➤ Enthusiastic ➤ Adaptable and flexible ➤ An inclusive outlook where everyone is valued	➤ To be able to initiate games and activities appropriate to the age of the children

Notes:

This job description may be amended at any time in consultation with the postholder.

The school is committed to safeguarding & promoting the welfare and safety of all children and expects all staff to share this commitment. Any offer of employment will be subject to satisfactory references and enhanced DBS disclosure.

We believe that a diverse workforce leads to an organisation that is more innovative, more creative and gets better results. We want our workforce to represent the diversity of the people and communities we serve. We also want our workplace to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

This means that when we are recruiting, we actively seek to reach a diverse pool of candidates. It also means that we are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

Furze Platt Primary Federation is a nationally recognised Disability Confident Committed Employer.