

ALFRED SUTTON PRIMARY SCHOOL

JOB DESCRIPTION:

Lunchtime Controller

Responsible to: Headteacher, Midday Supervisor

Hours: 1 hour 20 minutes per day

RG2B scale points 3-4

Main purpose of job:

- To provide supervision for pupils in the lunch hall and on the playground during the lunch break.
- To ensure the health, safety and wellbeing of all pupils during the lunch break.
- To encourage and facilitate appropriate, inclusive play activities.
- To provide first aid as required.
- To report any concerns to the Midday Supervisor.

Main Duties:

1. To have signed in and be on duty in the designated area promptly ahead of their shift.
2. To encourage children to eat their packed lunch or school lunch, using cutlery appropriately, trying food they are unsure of and supervising the clearing of trays and cutlery before pupils leave the dining hall.
3. To supervise children walking through the school from the dining hall to the playground and back in to school at the end of lunch, ensuring pupils walk quietly and sensibly
4. To model and encourage school values, good manners and appropriate behaviour both in the dining hall and on the playground.
5. To wipe down tables as children finish eating so that the tables are clean for the next children who sit down and to ensure that food or water spilt onto the floor is cleared up promptly.
6. In the event of a wet breaktime, to supervise the children in the designated areas.
7. To lead and facilitate games and activities with individuals and groups of children as required.
8. To manage incidents of inappropriate or challenging behaviour in line with the school behaviour policy, reinforcing school values at all times and asking for support where required.
9. To be mindful of those children with behavioural, SEN or EAL challenges and ensure play is inclusive and appropriate to their needs, following behaviour plans for particular children.
10. To ensure the safety of all children in the play areas by moving around so that all children are supervised.

Controllers must not gather together in small groups chatting to each other, nor must they remain in one spot only.

11. To deal with minor accidents and administer first aid as required, ensuring that all incidents requiring first aid are recorded. Any incident involving a bump to the head or of more than a very minor nature must be reported to the midday supervisor or the school office
12. To read, understand and implement relevant school policies and procedures, undertake relevant training and any other related duties as directed by the midday supervisor or the Headteacher.

NOTE

Controllers are required to inform the school office by 9.30am on the day of absence if they are not able to be on duty that day.

Health and Safety

For your comfort and health and safety, Lunchtime Controllers **must** ensure that they wear suitable footwear at all times (closed in toes and strap at the back **as a minimum**). In the winter it is advisable to wear warm clothing for working outside. Use of mobile phones is not permitted whilst on duty.

Health and Safety: Level 1/2 responsibility

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Criminal Records Disclosure will be sought from the successful candidate.

Lunchtime Controller – Person Specification

Essential

- Excellent communication skills with children and adults
- Ability to use own initiative
- Ability to work as part of a team
- Willingness to learn and attend and apply training provided
- Enthusiastic
- Flexible and adaptable approach
- Understanding of the needs of young children, including those with behavioural issues, EAL and SEND
- Ability to ensure the safety, wellbeing and positive behaviour of all children

Desirable

- Experience of working with young children

September 2021