

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: DECS
Post Reference No:	Location: Caversham Primary School
Job Title: Lunchtime Controller	Grade/Salary Range: RG2 SCP3

JOB PURPOSE

To secure the safety and welfare of pupils during their midday break.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Accountable to: Lunchtime Supervisor

MAIN DUTIES AND RESPONSIBILITIES

Supervision of pupils

Ensure the safe supervision of pupils during the midday break.

Assist with behaviour in accordance with the behaviour policy of Caversham Primary School. Ensure that all minor issues are dealt with swiftly and effectively, report areas of concern or persistent issues to the Lunchtime Supervisor.

Supervise and assist pupils with their food where necessary. Support school policies regarding meal provision.

Take charge of groups of children in the playground or the classroom, depending on the weather. Implement "wet weather procedures" when required ensuring that children are appropriately supervised in class.

Initiate constructive play opportunities for children when required..

Attend to any pupil who requires medical assistance and administer first aid once trained.

Ensure that children remain within a safe environment by ensuring that health and safety practices are adhered to, and that pupils play safely.

Follow the Child Protection procedures adopted by Caversham Primary School.

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post ? **ENHANCED**

Does the post require a Protection of Vulnerable Adults (POVA) check?
NO

Does the post require a Protection of Children Act (POCA) check ?
YES/NO

What other security/safer recruitment clearances are required for this post (excluding standard identity/work permit/education qualification checks)? - please specify
Childcare Disqualification Declaration, Criminal Declaration

Is this post 'politically restricted'? **YES/NO**

What Level H&S Responsibilities are applicable to this post? **Level 2**

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified
n/a

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above
n/a

PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: DECS Caversham Primary School
Job Title: Lunchtime Controller	Post Reference No:

Qualifications/Education:

GCSE qualifications or equivalent. Current First Aid qualification ideally or training will be provided if required.

Experience:

Previous experience of working with groups of children on a voluntary or paid basis. Understand the rules of strict confidentiality and safeguarding practices.

Skills and Abilities:

Ability to relate well to children and adults, promoting equality and equal opportunities for all. Understand pupils' behaviour patterns and appropriate ways of managing individuals and groups. Ability to understand situations involving pupils or personnel that need to be referred to the Lunchtime Supervisor.

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

Settle disputes between children.

React calmly and appropriately in an emergency, with the health and safety of both pupils and staff the prime concern.

Promote the appropriate use of play equipment, through example and guidance.

Flexibility and reliability are essential.

Good verbal communication skills.

Ability to use initiative and be confident in a range of situations.

Awareness of health & safety and to model good behaviour.

Full comprehension of Child Protection procedures and policies.

Specific Working Requirements:

None