



Lunchtime Controller Description

Employment Details	
Job title	Lunchtime Controller
Reports to	Headteacher and SENDCo
Hours of work	11.30am to 1.15pm/12pm to 1.45pm Monday to Friday
Salary	SP 4 £12.65 p/h

General duties

- To supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed.
- Assist with putting out tables and chairs for lunch when needed. Clear away spillages during lunchtime, empty the food waste bin, take plates and cutlery to the kitchen to be cleaned.
- Assist with clearing away the area, inside and out, in time for the afternoon school session.
- To monitor the behaviour of the children at all times in conjunction with the school's policy on discipline and behaviour.
- Assist children with the times and locations of any lunchtime activities and ensure that they have returned on time to their classroom for the afternoon session.
- Administer appropriate First Aid as required and ensure that all accidents are recorded in the accident book, in order that any appropriate action can be taken.
- Ensure all children are engaged in suitable activities. Lead play activities. Be proactive and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the midday supervisor/School Leadership Team.
- Observe Health and Safety regulations relating to the school at all times.
- Undertake safeguarding training and uphold the school's policy and procedures in order to ensure a strong culture of safeguarding.
- Retain the confidentiality on all aspects of school life.

- Any other duties that reasonably fall within the scope of the post.

Supporting the Academy

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and Academy policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils.

Communication and coordination

- Work closely with teaching staff, other TAs, groups of pupils, and their peers.

Professional development

- Participate in training and other professional development as required.
 - Provide the Academy with feedback on any training or professional development undertaken.
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Lunchtime Controller person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> Two or more GCSEs at grades 9 to 3 or C and above or equivalent, including English and maths. 	<ul style="list-style-type: none"> First aid training. Safeguarding training.
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> Experience of working with children. Effective oral and written communication skills. Excellent communication skills. Effective problem solving skills. The ability to remain calm under pressure. The ability to be proactive in seeking solutions. The ability to work with pupils in a professional manner. 	<ul style="list-style-type: none"> Experience of working in an educational environment. Good organisational skills and time management. Experience working with children and young people with additional needs.
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Knowledge of areas of legislation relevant to child protection and safeguarding. Knowledge of relevant Academy policies. 	<ul style="list-style-type: none"> Knowledge of legislation and statutory guidance specific to Academy type and phase. Knowledge of a specialist area.
Personal traits	
The successful candidate will be	
<ul style="list-style-type: none"> Able to work independently but also as part of a team. Punctual and professional. Able to maintain successful working relationships with colleagues. Reliable and able to be flexible in their approach to work. Positive and engaging. Empathetic to those who face barriers to their learning. 	

Additional requirements

The successful candidate will have

- The capacity to work flexibly.
- An enhanced DBS check.
- Available references from a previous employer or organisation.