

JOB DESCRIPTION

School: Addington School	Location: Farley Hill, Reading, Berkshire
Job Title: Lunchtime Controller	Grade / Salary Range: Grade 3 Fixed SCP 5 (i.e. no increments) plus SEN Allowance

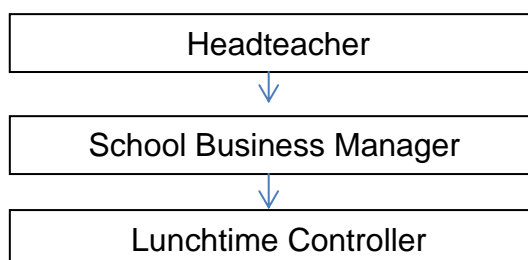
JOB PURPOSE

The job description concerns:
To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground.

NOTE

Working with our pupils requires a particular understanding and appreciation of their individual needs, such as; physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation. The behaviour of some of our pupils can be difficult and dangerous and can therefore be emotionally and physically demanding for staff.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

- ❑ 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
- ❑ Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session
- ❑ 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.
- ❑ Ensure that all accidents are recorded in the accident book and reported to the Line Manager in order that any appropriate action may be taken.
- ❑ Ensure all children are engaged in suitable activities. Be pro-active 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 Teacher
- ❑ Undertake toilet routines including the changing of soiled clothing and wiping up spillage as necessary.
- ❑ Respond to and take care of pupils when vomiting, dribbling or other various bodily fluids.
- ❑ Retain the confidentiality on all aspects of school life



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- ❑ Work in line with statutory safeguarding guidance (i.e. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- ❑ Maintain Health & Safety standards and a high level of hygiene
- ❑ Be willing to work in any part of the school with pupils of all ages and abilities
- ❑ Commitment to support the school in working towards the school priorities
- ❑ Undertake related duties as requested by the Headteacher, within the spirit and scope of this job description

SCOPE OF JOB (Budgetary / Resource control, Impact)

Employee Signed:

Name:

Date:

Version:	Final
HR Checked	15.9.2022

PERSON SPECIFICATION

Job Title: Lunchtime Controller
Reports to (job title): School Business Manager

- * E = Essential Criterion (required at point of recruitment)
 D = Desirable Criterion (can be developed over time)

KEY CRITERIA	
* E / D?	
<u>Qualifications and Experience</u> <ul style="list-style-type: none"> <input type="checkbox"/> A good standard of education <input type="checkbox"/> Some experience of working with children <input type="checkbox"/> Some experience of working with children with SEND 	E E D
<u>Knowledge, Skills and Abilities</u> <ul style="list-style-type: none"> <input type="checkbox"/> Ability to work within a team working environment <input type="checkbox"/> Excellent communication skills and interpersonal skills <input type="checkbox"/> Physical ability to support children and young people with SEND 	E E E
<u>Work-related Personal Qualities</u> <ul style="list-style-type: none"> <input type="checkbox"/> A caring and flexible approach to work <input type="checkbox"/> Active listening skills and expertise in understanding the needs of pupils <input type="checkbox"/> Calm under pressure, adaptable with a commitment to getting the best outcomes for all pupils <input type="checkbox"/> Resilient, positive and enthusiastic about making a difference <input type="checkbox"/> A commitment to maintaining confidentiality at all times 	E E E E E
<u>Other Work-related Requirements</u>	