



Job Title: Lunchtime Controller

Job Description / Person Specification



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Job Description

Job Title Lunchtime Controller

Location Whitley Park Primary and Nursery School

Grade/Salary Range NJC RG2 points 3 - 4

Job Purpose

Supervise children throughout the lunchtime whilst they are eating in the dining room.

In partnership with other school staff, provide consistent care, attention and encouragement to eat a healthy meal and behaviour management.

Provide basic first aid for minor injuries or alert a first aider.

To undertake any other activities as directed by the Head teacher and SLT

Designation of Post and Position within School Structure

Will be responsible to class teachers, SLT and ultimately to the Head teacher.

Main Duties and Responsibilities

SUPPORT FOR PUPILS

1. Attend to pupil's personal needs and implement personal support with behaviour, social, health, physical, hygiene, general first aid and welfare matters.
2. Supervise and support pupils ensuring their safety and security as they arrive and leave the dining room and within the dining room.
3. Supervise and support pupils in eating and enjoying a healthy meal in a pleasant environment.
4. Establish effective relationships with pupils, acting as good role models. Being aware of and responding appropriately to individual needs.
5. Promote the inclusion of all pupils.
6. Encourage pupils to interact with others and engage in conversations during mealtimes.
7. Challenge and motivate pupils, promote and reinforce their self-esteem and promote their developing independence.
8. Support pupils consistently whilst recognising and responding to their individual needs.

SUPPORT FOR STAFF

1. Promote good pupil behaviour, positive values and attitudes.
2. Be sensitive to pupil behaviour responding to individual needs and dealing promptly with conflict in line with the school behaviour policy.
3. Encourage pupil's to develop skills and take increasing responsibility for their own behaviour, report difficulties as appropriate.

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

SUPPORT FOR CURRICULUM

1. Support pupils to understand and follow instructions.
2. Set up tables and clear away. Keep the dining room safe from the risks of spillage and slippages.

SUPPORT FOR SCHOOL

1. Contribute to the overall ethos, aims and work of the school.
2. Be aware of and comply with policies and procedures relating to Child Protection, Health, Safety and Security, confidentiality and data protection, GDPR and retention guidelines and legislation reporting all concerns to the leadership team.
3. Be aware of, and celebrate diversity, and ensure all pupils have equal access to opportunities.
4. Appreciate and support the role of other professionals.
5. Attend relevant meetings as required.
6. Participate in training and other learning activities as required.
7. Accompanying teaching staff and pupils on visits or trips and out of school activities as required.
8. Establish constructive relationships and communicate with all professionals in school to support achievement, enjoyment and progress of pupils.
9. Recognise own strengths.

Lunchtime is an extension of the school day when consistent expectations and high standards are applied. At lunchtime, the children have a break from the classroom and it is essential that this time passes as smoothly as the rest of the day. It should be a pleasant time for everyone. The children need to move about the school quietly, show good manners and respect for each other, play and communicate sensibly.

BEHAVIOUR

Lunchtime controllers are asked to be aware of the school behaviour policy. At all times the adult must support the children as they move about school and encourage good manners at all times.

When behaviour is unacceptable use a positive approach:

- try to distract the child
- encourage participation in games
- have calm and quiet responses
- pick out good points and develop these with the child
- avoid negative responses
- report challenging behaviour to a teacher or a member of the leadership team or the Head teacher

SECURITY

In order to safeguard children be prepared to challenge unknown adults or those behaving inappropriately. Report concerns immediately to a teacher, a member of SLT or the Head teacher.

Parents and visitors should **never** enter the dining room or playground.

If parents collect children from school during lunchtime they should report to the main reception office and parents must sign children out.

Fire and evacuation

If the fire alarm sounds take all the children from the dining room, using the nearest fire exit door and lead them to the assembly point on the pedestrian walkway or playground. All available staff must assist.

Registers will be brought from school to check attendance.

MEDICATION GUIDANCE

If children appear unwell or have had an accident requiring first aid or hospital attention report to the main office. Lunchtime Controllers should use their knowledge and initiative to distinguish between more serious injuries and minor incidents.

ALL head injuries must be reported to the class teacher and a head bump letter sent home with the pupil.

ALL minor incidents should be entered into the minor injury record book in the main dining room.

Special/Other Requirements/Responsibilities of this Post

<i>Level of DBS check required for this post</i>	Enhanced with a check of the barring list(s)
<i>Does the post require a check against the list of people barred from working with vulnerable adults?</i>	NO
<i>Does the post require a check against the list of people barred from working with children?</i>	YES
<i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i>	N/A
<i>Is this post "politically restricted"?</i>	NO
<i>Responsibility for Health & Safety:</i>	LEVEL 1

Person Specification

Qualifications/Education/Training

NVQ Level 1 or 2 desirable

Experience

Experience would be an advantage but not essential, training and support would be provided

Skills, Abilities & Competencies

To enjoy working with children

To be able to work on own initiative

Take account of pupil's interests, language and cultural backgrounds

To promote and safeguard the welfare of children

To have an understanding of healthy eating

Specific Working Requirements

Good interaction with children to develop positive and supportive relationships with them

Good interpersonal and social skills to work in a team and develop positive relationships with other professionals

To be able to take responsibility for a group of children