

# New Christ Church Primary School – Job Description

## Lunchtime Controller

Job Title:	Lunchtime Controller
Responsibility to:	Deputy Headteacher / Headteacher/Senior Lunchtime Supervisor
Job Purpose:	To supervise children throughout lunchtime; provide safe lunchtime provision; provide consistent care, attention and behaviour management.

### Support for pupils:

- To build a positive relationship with the children
- Supervise and support pupils ensuring their safety and security in the dining hall, in the playground and/or indoors during inclement weather
- Establish effective relationships with pupils, being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities during mealtimes / playtimes
- Challenge and motivate pupils, promote and reinforce their self-esteem and promote their developing independence
- Support pupils consistently whilst still recognising and responding to their individual needs
- Provide a positive role model to encourage good manners and actively promote the value of the school

### Support for the teachers:

- Support the teachers in creating and maintain a purposeful, orderly and supportive lunchtime environment in accordance with school's curriculum plans
- Promote good pupil behaviour and promote positive values and attitudes
- Be sensitive to pupil behaviour responding to individual needs and dealing promptly with conflict in line with the school behaviour policy
- Encourage pupil's to develop skills and take increasing responsibility for their own behaviour, report difficulties as appropriate

### Support for the curriculum:

- Support pupils to understand and follow instructions
- Prepare playtime equipment/resources as directed by the teachers and Lunchtime Supervisor, and assist pupils in their use
- Help set up and clear away resources used in playtime activities
- Be responsible for checking and reporting breakages of playtime resources
- Communicate well, with a firm but positive tone.

### Support for the school:

- Contribute to the overall ethos, aims and work of the school
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and Security, confidentiality and data protection, reporting all concerns to the DH / HT
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Establish constructive relationship and communicate with all professionals in school to support achievement and progress of pupils
- Recognise own strengths, and areas that need development
- Have appropriate knowledge of simple first aid and request help where appropriate
- Work constructively as part of a team, understanding your responsibilities and your own position within these