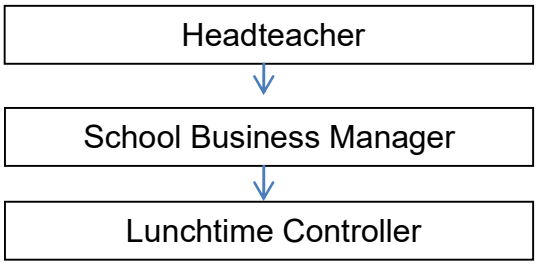
JOB DESCRIPTION

School: Addington School	**Location:** Early Years Centre, Farley Hill
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.

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
- 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

PLEASE NOTE

Working with Special Educational Needs students requires a particular understanding and appreciation of the individuals' needs and circumstances. The students that attend our school all require a greater degree of support due to their physical, learning and/or communication needs. They face significant challenges when accessing the world around them and it is our role as professionals to facilitate and enhance their experience. A broad spectrum of training will be provided on how to support the particular needs of our students.

The work will necessarily involve sitting at low tables, on the floor and may involve the manual handling of students. The environment is designed to be accessible to all, however there may be times when it is noisy and busy.

In some cases, students may display behaviours that challenge. On rare occasions these behaviours may result in verbal aggression and/or physical assault/violence towards staff.

It should be understood that this is a response to the world around them and their challenges interacting with it. We acknowledge that this can be challenging for staff and is therefore emotionally and physically demanding. We promote a culture of wellbeing for all and as staff your needs are included in this. To ensure that your emotional, physical and spiritual needs are also met, you will be able to access training, coaching and counselling services as required.

This is not an exclusive or exhaustive range of responsibilities, rather an indicative list. You may be required to carry out further duties as reasonably required and commensurate with the position.

SCOPE OF JOB (Budgetary / Resource control, Impact)

Employee Signature: …….

Print Name:

Date:

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?**
Qualifications and Experience • A good standard of education • Some experience of working with children • Some experience of working with children with SEND	 • E • E • D
Knowledge, Skills and Abilities • Ability to work within a team working environment • Excellent communication skills and interpersonal skills • Physical ability to support children and young people with SEND	 • E • E • E
Work-related Personal Qualities • A caring and flexible approach to work • Active listening skills and expertise in understanding the needs of pupils • Calm under pressure, adaptable with a commitment to getting the best outcomes for all pupils • Resilient, positive and enthusiastic about making a difference • A commitment to maintaining confidentiality at all times	 • E • E • E • E • E
Other Work-related Requirements	