



Job description

Lunchtime Coordinator Grade 4

38 weeks a year, 7.5 hours per week, £17,772 pro rata equates to apx £3,177 per annum

Hours of work: 11.15am – 1.45pm, 3 days per week.

The post holder will report to the Head of School and Deputy Headteacher. Apart from other colleagues in the school, the main contacts of the job are: Executive Headteacher, Head of School, Deputy Headteacher, Lunchtime staff, teaching staff and pupils

Main Purpose of the Job:

Under the guidance of the Head of School, manage lunchtimes and take a lead role in addressing the needs of pupils in terms of dining, healthy eating, relationships, play, sports and behaviour

Manage a team of lunchtime staff including lunchtime organisers and sports coaches to ensure supervision, relationships and engagement is of a very high standard

Main Duties and Responsibilities:

1. To work with the lunchtime staff to ensure that play opportunities are maximised and children are stimulated and motivated
2. To be a role model for all staff in terms of relationship development and behaviour management.
3. To establish high status around promoting excellent dining skills including table manners, healthy eating and developing a calm and orderly dining atmosphere.
4. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
5. Promote the inclusion and acceptance of all pupils.
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
8. Give regular feedback to all staff on their engagement with pupils

9. Attend to children's personal needs, including minor first aid and provide advice on pastoral, social health, physical hygiene and welfare matters.
10. Manage the staff team to ensure that staff are deployed effectively, including the management of absence cover.
11. Contribute to improvement of lunchtimes through developing new and innovative ideas and approaches, in collaboration with the Head of School.
12. Monitor and manage stock to ensure that all activities are adequately resourced.
13. Liaise with class teachers and establish constructive relationships and communicate well, including ensuring teachers are kept up to date with any accidents and behaviours arising at lunchtime.
14. Contribute to the development and implementation of appropriate behaviour management strategies.
15. Ensure strategic processes are complied with in order to overcome barriers at lunchtimes, including eg ensuring all staff consistently use positive behaviour management strategies.
16. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
17. Assist in maintaining high standards of health and safety at all times.
18. Maintain good relationships with colleagues and work together as a team.
19. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
20. Contribute to the overall ethos/work/aims of the school.
21. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
22. To converse at ease and provide advice in accurate spoken English is essential for the post.
23. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff

The post holder must carry out his or her duties with full regard and commitment to the Trust Board

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Person Specification – Lunchtime Coordinator

Selection Criteria	Method of Assessment	Essential
At the shortlisting stage, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfill the criteria listed below.		
1 Experience		
1.1 To have had experience of working or caring for children of a relevant age	Application form/Interview	✓
1.2 To have had experience of working as part of a team and communicate well with others.	Application form/Interview	✓
2 Abilities/Knowledge		
2.1 Ability to organise, motivate and lead a team	Application form/Interview	✓
2.2 Ability to relate well to children and adults	Application form/Interview	✓
2.3 Ability to work as part of a team	Application form/Interview	✓
2.4 A proactive approach and high expectations of self and others	Application form/Interview	✓
2.5 An understanding of the skills needed to effectively manage a team of staff	Application form/Interview	✓
2.6 To understand the principles of healthy eating and active lifestyles promotion	Application form/Interview	✓
2.7 Understanding the different aspects of lunchtimes in a primary school	Application form/Interview	✓
2.8 Knowledge of strategic processes and barriers to learning, including e.g. behaviour management strategies	Application form/Interview	✓
2.9 Ability to reflect and creatively improve aspects of practice as a result		✓
2.10 The post holder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately, depending on the audience	Interview	✓
3 Personal Style & Behaviour		
The successful candidate will have:		
3.1 Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work	Application form/Interview	✓
3.2 The flexibility to adapt to changing workload demands and new school challenges	Application form/Interview	✓
3.3 Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils	Application form/Interview	✓

Selection Criteria	Method of Assessment	Essential
3.4 Self-motivation and personal drive to complete tasks to required time scales and quality standards.	Application form/Interview	√
3.5 Personal commitment to continuous self-development	Application form/Interview	√
3.6 A commitment to continuous service improvement	Application form/Interview	√
4 References		
5.1 Positive recommendation(s) in 2 professional references		√
5.2 DBS clearance/no adverse outcomes from the DBS check		√