

Pioneer Educational Trust

Job description:

Lunchtime Controller

Overall Purpose:

- To supervise EYFS, KS1 & KS2 pupils in the canteen and on the playground
- To supervise, monitor and deal with pupils' behaviour positively
- Provide an effective first aid service when required to staff, students and school visitors as required and ensure that the school meets its legal requirements under the Health & Safety at Work Act

Key information:

Department:	Support
Working with:	Staff at all levels and students
Line Managed by:	Behaviour Manager
Working pattern:	38 weeks
Location:	Foxborough Primary School
Salary:	UCET Lunchtime Supervision Rate: £23.37 per hour
Notice period:	4 weeks

Key Responsibilities:

Operational

- To escort children to and from the canteen
- To lead and supervise a lunchtime activity (e.g. cricket, football group/team games)
- To supervise pupils during wet lunchtimes in classrooms
- To deal with first aid issues (training will be provided)
- To liaise with the classroom teacher, phase leaders and SLT regarding pupils' behaviour and attitudes and report any concerns regarding pupils' wellbeing
- To implement the positive behaviour system

First Aid

- Provide an effective first aid service when required to staff, students and school visitors at as required and ensure that the school meets its legal requirements under the Health & Safety at Work Act including:
 - Making accurate and appropriate recordings of all first aid cases
 - After making an initial evaluation and assessment, dealing with and recording minor first aid incidents;
 - Contacting parents as required
 - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
 - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary
 - Supervision of the First Aid Assistants; any member of staff with a first aid requirement in their job description
 - Ensure and assist with the safe transferal of patients to home or hospital as appropriate
- In liaison with the SENCO, update and issue new Care Plans for students with SEN/Medical conditions;
- In liaison with the Senior Leadership Team create and maintain any required staff first aid rotas;
- Ensure medication authorisation forms are completed by parents and collate all Medical Forms;
- Keep an up-to-date list of all medication held in the medical cupboard with their expiry dates and take appropriate action including contacting parents when medication expires;
- Ensure the correct medication is taken for students on school visits;

- Circulate information via e-mail and noticeboards (office, kitchen and staff room) regarding students with severe allergies and/or medical conditions;
- Ensure accurate and appropriate recordings of all first aid cases treated;
- Make entries in the accident book as required;
- Ensure that all first aid facilities are kept fully stocked;
- Securely store all student medication held in school;
- Be responsible for the hygiene standards required in the Medical Room;
- Liaise with the NHS School Nursing Team to organise school vaccinations.

General responsibilities:

- To attend relevant meetings and training sessions as required
- Understands and assists in interpretation of school policies

Professional competence and behaviour:

- Undertake appropriate and regular training and development to maintain knowledge and improve practice; Keep up to date with industry and education relevant legislation;
- Act within Pioneer's Code of Conduct at all times.

Ethical standards and integrity:

Act within the framework for ethical leadership in education, i.e. The Nolan Principles

Data Protection and confidentiality:

Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

The post holder must be aware that any information held Pioneer, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work Pioneer or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Safeguarding:

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

The postholder is required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in Pioneer and our family of schools. All staff are required to maintain appropriate professional boundaries in relationships with children and young people and with all members of Pioneer's community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and Pioneer.

Additional notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

Pioneer will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current but may be modified, with agreement, by Pioneer to reflect or anticipate changes in the job commensurate with the grade and job title.