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| **JOB DESCRIPTION** |  |

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| **School:** The Castle School | **Grade:** B  **Salary Range:** SCP 7-11 |
| **Job Title:** Lunchtime Controller | **Responsible to:** Head Teacher/Deputy Head |
| **JOB PURPOSE** | |
| To assist the Head Teacher in the supervision of children remaining on the school premises at lunch times. This includes ensuring the health and safety and general welfare of the pupils under their supervision. | |

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| **MAIN DUTIES AND RESPONSIBILITIES** |
| **To promote equality as an integral part of the role and to treat everyone with fairness and dignity.**  **To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.**  **To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.**   * To assist in the preparation for and tidying up after the lunch time meal * To assist and/or supervise pupils when eating * To serve and/or feed pupils if necessary * To support feeding programmes (under supervision of the Senior Leadership Team (SLT)/staff) * To report accidents to the duty member of staff and where necessary seek the advice and support of a first aider. * To ensure Health and Safety of the pupils and alert the Head Teacher of any health and safety concerns * To undertake other related duties as directed by the Midday Supervisor, Class Teacher or the duty member of staff * To provide personal care for pupils, including minor first aid, toileting and nappy changing where required * To assist pupils prepare for break time * Liaison with classroom staff after lunchtime when necessary * To supervise pupils’ play and leisure time, encouraging purposeful play and positive relationships |
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| **SCOPE OF JOB (Budgetary/Resource control, Impact)** |
| * No direct budgetary responsibility. |

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| **PERSON SPECIFICATION** | | | |  |
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| **School:** The Castle School | | **Job Title:** Lunchtime Controller | | |
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| **KEY CRITERIA** | **ESSENTIAL** | | **DESIRABLE** | |
| **Qualifications And Training** | Relevant qualifications to include either GCSEs grades A to C or Sub level 2 vocational qualification | | 2 years’ demonstrable and relevant experience within a school based setting  Signing | |
| **Competence Summary**  (Knowledge, abilities, skills, experience)  Progression through salary grades will depend on worker’s ability to demonstrate competencies potentially those arrowed from ‘desirable’ to ‘essential’ | Awareness of child protection and bullying issues  Good organisational ability  Able to communicate effectively with children and other staff  Able to motivate and encourage pupils | | Experience of working with children with special needs | |
| **Work-related Personal Requirements** | Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs  Professionally discreet and able to respect confidentiality  Flexible approach to tasks  Firm, sensitive and effective approach towards pupil discipline  Enthusiastic and committed  Ability to work as part of team  Ability to listen to advice and act upon support given  Willingness to undertake relevant in-service training | |  | |
| **Other Work Requirements** | Suitability to work with Children  Patient and resilient | |  | |

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