**St Edward's Catholic First School**

# Job Description

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| Job Title: | Lunchtime Controller |
| Responsibility to: | Headteacher/Senior Lunchtime Supervisor |
| Job Purpose: | To supervise children throughout the lunchtime - provide consistent care, attention and behaviour management. |

**Support for pupils:**

• Attend to pupil's basic personal needs and implement personal support with behaviour, social, health,
physical, hygiene, simple first aid and welfare matters
• Supervise and support pupils ensuring their safety and security
• 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 conflict in line with the school behaviour policy
• Encourage pupils 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.

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**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, Security, confidentiality and data protection, reporting all concerns to the Headteacher/Deputy.
• 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
• Have appropriate knowledge of simple first aid and request help where appropriate

*St Edward's Catholic First School is committed to safeguarding and promoting the welfare & safety of all children and expects all staff to share this commitment.*