

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

**JOB ACCOUNTABILITIES**

<b>Job Title:</b> Lunchtime Controller	<b>Job number / Grade</b> Scale 2 - Pt. 1
<b>Directorate :</b> Education	<b>Unit:</b> St Edwards First School

**JOB PURPOSE**

To assist the Lunchtime Supervisor in the management of pupils during the lunch period.

**SCOPE OF JOB (Budgetary/resource control, impact)**

Will spend all the duty period standing. Will operate in the dining hall/eating area and also in the designated school grounds used at playtime throughout the year.  
Direct contact with pupils and is expected to instruct pupils on their behaviour during the lunch period.  
Plays a key role in developing children's social skills whilst eating, play and language skills  
Required to move furniture daily  
Supervises up to 300 pupils in the age range EYFS to Year 4  
Operates with no teacher presence

**POSITION WITHIN UNIT STRUCTURE**

Reports to the Lunchtime Supervisor.

## KNOWLEDGE, SKILLS & EXPERIENCE

Able to relate to pupils in a positive way through encouragement, support and empathy. Must demonstrate caring skills

Able to work in a calm manner in a busy and sometimes noisy environment.

Basic First Aid knowledge.

Develop specialist knowledge in children's behaviour/special needs e.g. autism etc

Able to operate positively in a small team

## JOB ACCOUNTABILITIES

As part of a team, supervise pupils during the lunch period so that all years get through the dining room in good time.

Prepare the dining area so that all pupils can be accommodated during the lunch period and ensure that the area is clean and tidy and returned to its normal state to enable it to be used during the afternoon session.

Ensure that pupils behave in accordance with the schools Behaviour Policy by identifying unacceptable behaviour and dealing with the individual. Serious misconduct should be reported to the Lunchtime Supervisor.

Ensure that pupils eat their lunch in an acceptable manner and that tables are left clean and tidy. This will involve teaching children to use a knife and fork, encouraging good manners, monitoring eating habits/behaviour and reporting concerns to the appropriate teacher. Use the schools reward system to encourage good behaviour.

Check lunch boxes and children's selected school meal to encourage healthy eating and report concerns to the appropriate teacher.

Patrol the dining area and designated school grounds ensuring that pupils behave in an acceptable and safe manner. This will involve encouraging social interaction and play and reporting areas of concern to the appropriate teacher.

Maintain awareness of individual children's problems/needs so that any behavioural issues can be dealt with in an informed and appropriate way.

Deal with any emergencies including giving first aid in line with school operating guidelines.

Perform duties in line with Health & Safety rules of the school and to take remedial action where hazards are identified. Where hazards are serious report to the Lunchtime Supervisor immediately.

Post holder's signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Manager's signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Version date: 04/05/2021