**Job Title -** Lunchtime Controller

**Scale and Pay Rate:** Scale 2, Point 6

**Hours of work**: 12.30 – 2.30pm Monday to Friday (10 hours per week), Term time only plus 1 INSET Day, plus 6 weeks holiday pay pro-rata. (44.3 weeks paid per year). Additional hours maybe available for a suitable candidate.

**Job Purpose**

To assist the Senior Leadership in the management of students during the lunch period and to ensure that the school environment is safe and clean

**Scope of Job**

* Will spend all the duty period standing.
* Will operate in the dining hall/eating area and also in the designated school grounds used at break time and lunch time throughout the year.
* Direct contact with students and expected to instruct students 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 240 students in the age range 9-13
* Operates with no teacher presence

**Position within Unit Structure**

Reports to Pastoral Leader and School Business Manager.

**Knowledge, Skills and Experience**

* Able to relate to students 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.(Training will be provided)
* 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 students during the lunch period so that all years get through the dining room in good time.
* Ensure that students behave in accordance with the School’s Behaviour Policy by identifying unacceptable behaviour and dealing with the individual. Serious misconduct should be reported to the Pastoral Leader.
* Use the school’s reward system to encourage good behaviour.
* Ensure that students 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 member of staff.
* Check lunch boxes and children’s selected school meal to encourage healthy eating and report concerns to the appropriate member of staff.
* Patrol the dining area and designated school grounds ensuring that students behave in an acceptable and safe manner. This will involve encouraging social interaction and play and reporting areas of concern to the appropriate member of staff.
* 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 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. Report hazards to the Business Manager immediately.
* Outdoor litter picks and bin emptying each day to ensure grounds are free from litter
* Other tasks as directed by Line Manager, Head of School or other member of Senior Team

*St Peter’s Church of England Middle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced CRB disclosure will be sought from the successful candidate*