



# **KHALSA PRIMARY SCHOOL**

## **JOB DESCRIPTION – LUNCHTIME CONTROLLER**

To ensure the safety, welfare and good conduct of pupils during the lunch break, in accordance with the practices and procedures of the school policies (e.g., lunchtime, staff, first aid, health and safety, etc) and the Local Authority. The Deputy Head teacher and Lunchtime Supervisor line manage the lunchtime controllers.

### **Key Tasks**

- To supervise pupils in the dining areas, playground or other part of the school premises in accordance with the school's health and safety procedures and policy.
- Encourages good standards of pupil behaviour and monitors behaviour in accordance with the school's behaviour policy.
- Observes school security and health and safety arrangements.
- Show enthusiasm, commitment and love for children.
- Assist in dealing with problems arising from unruly behaviour and report such matters to the Head teacher, Deputy Head teacher, Midday Supervisor or designated officer.
- Assist with associated ancillary duties in the dining hall (e.g. cleaning up spillages, ensuring tables are clean, setting up, etc.).
- Provides welfare support to pupils (first aid if trained).
- Supervise pupils in the dining areas, playground or other part of the school premises in accordance with the school's health and safety procedures and policy.
- Deal with pupils when they are sick or soil themselves.
- Change clothes, clean and care for the personal cleanliness of the children as appropriate.
- Engage children in developmental play in the playground.
- Understands and carries out the procedures for reporting serious incidents.
- Maintains confidentiality.
- Take part in induction and other training as appropriate.

### **General duties**

- Be a Sikh or non-Sikh who is sympathetic with the ethos and values of the Sikh religion.
- Maintain confidentiality and professional conduct at all times.
- Be punctual and dress appropriately for lunchtime supervision, including the wearing of tabard and fluorescent jacket.
- Support and promote decisions and policies agreed by the SLT and the governing body.
- Make a positive contribution to the formulation of the School Improvement Plan and policies in all areas of school life.
- Actively organise and participate in activities connected with the school.
- Develop effective working relationships with professional colleagues.
- Develop own professional knowledge, skills and understanding through active participation at meetings and training.
- Support school functions and celebrations.

### **Conduct**

- Follow school dress code
- Follow school staff conduct