



# Wilson School

## Inspiring Young Minds

### WILSON PRIMARY SCHOOL LUNCHTIME CONTROLLER JOB DESCRIPTION

#### Core purpose

- To supervise and look after the children during the lunchtime break

#### Main duties and responsibilities

##### In the playground the lunchtime controllers' role is:

- To supervise and care for the children at play and to ensure that playground rules are followed in accordance with our playground guidelines and Discipline for Learning Policy
- To organise and teach the children to play games co-operatively and use the playground equipment appropriately
- To supervise the orderly entry of children to the dining hall at the appropriate sitting time
- To administer basic first aid to children who are hurt and seek support from qualified First Aiders for more serious incidents

##### In the dining room the lunchtime controllers' role is:

- To supervise the collection and choice of the children's meals
- To supervise the eating of the meal - encouraging children to have good table manners. Children are to clear away their own plates at the end of the meal.
- To ensure that the tables are kept clean while the children are eating
- To clear the trays away during the meal and the tables at the end of lunch break. To sweep the floor and to take the rubbish out to the bins

##### In the classrooms at wet playtime the lunchtime controllers' role is:

- To supervise and care for the children at play - encouraging the children to play games from the wet play activities quietly and sensibly - and to ensure wet playtime rules are followed
- To supervise the class downstairs, when it is time for them to eat their lunch

##### Additional information:

- The time out room is supervised each lunchtime by a member of the teaching staff between 12.15 and 12.45pm
- A member of the senior management team is on duty daily to support lunchtime controllers and deal with serious behaviour incidents

