

Job Description	
Post:	Lunchtime Organiser
Pay Scale:	Grade 1 (SCP 1-3)
Responsible to:	Headteacher
Main Location:	School based
Main Duties	
• To undertake the supervision, security, welfare and good conduct of children during the mid-day break. • Enforcing the expected standards of school discipline and having regard to special or educational needs. • To provide and run activities for the children during indoor and outdoor play. • To oversee the dining arrangements, including the hygiene of pupils and the dining area. This will include handwashing, cleaning spillages, insisting on and modelling good table manners. • To attend to minor First Aid needs of children in accordance with school policy. This may include recording minor accidents and ensuring that relevant staff are informed and ensuring that more serious accidents are brought to the attention of the First Aider. • To liaise closely with the Senior Lunchtime Organiser and class teachers on the welfare and discipline of pupils. • To respect the confidentiality of sensitive information from pupils and staff.	
Professional standards and development	
• Take responsibility for and participating in continuing professional development. • Be a role model to students through appropriate personal presentation and professional conduct. • Support all the School's policies and ethos. • Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network. • Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation. • Reflect on own professional practice. • Take responsibility for and participating in continuing professional development.	
Continuing professional development and formation	
• Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available. • Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.	
General Responsibilities	
• Attend and participate in staff meetings, training, and briefings as appropriate.	

- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
Level 2 Certificate in Supporting the wider curriculum	D	A/C
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	D	A/C
Willingness to undertake specific training in playground behaviour and facilitating play	D	A/C
Knowledge & Experience		
Active preparation of playground learning materials	D	A/I
Experience of working with and/or caring for children within an educational setting	D	A/I/R
Working effectively within a team environment, understanding roles and responsibilities	E	A/I
Building effective working relationships with all pupils and colleagues.	E	A/I/R
Communicating effectively particularly when dealing with professional staff	E	A/I/R
Engaging with pupils in playground/dining room	E	A/I/R
Experience of working with and/or caring for children (within specified age range)	E	A/I/R
Technical Skills & Ability		
Ability to make simple records of incidents/accidents	E	A/I
Ability to provide support for the medical care of pupils	E	A/I
Awareness and basic understanding of school curriculum (within specified age range)	E	A/I
Willingness to participate in relevant training and development opportunities.	E	A/I
Special working conditions		
Providing hygiene care to pupils	E	A/I
Lifting and carrying equipment as required	E	A/I
Must be prepared to work in any area of the school during the period of work	E	A/I
Personal characteristics		

Ability to promote a positive ethos and role model positive attributes.	E	A/I/R
To work towards demonstrating high expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements	E	A/I/R
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	E	A/I/R
Demonstrate and promote the positive value, attitudes and behaviour you expect from the pupils with whom you work.	E	A/I/R