

Job Description – Lunchtime Activities Co-ordinator

**School:** All Saints CE Primary School

**Job Title:** Lunchtime Activities Co-ordinator (LAC)

**Grade:** Grade 4

**Responsible To:** Senior Active Lunchtime Co-ordinator / Headteacher

**Responsible For:** Actively ensuring children’s safety, health and enjoyment
 at lunchtimes in line with the schools vision and values.

**Key Relationships/**

**Liaison with:** Senior Lunchtime Activities Co-ordinator, Headteacher /
 Deputy Headteacher

**Summary of Duties and Responsibilities**

**General duties**

1. Supervising children in the dining hall, organising the seating and serving
 arrangements, assisting the clearing away and tidying of the eating area.
2. Promoting and ensuring a positive and happy environment during the lunchtimes
 through effective and consistent application of the school rules and values.
3. Dealing with minor injuries, reporting to a trained first-aider as necessary –
 more serious incidents to be immediately reported to the senior LAC
 and/or deputy / headteacher.
4. Reporting to the Senior LAC at the end of the lunch session any matter which
 needs to be brought to the attention of the teachers. A consistent whole school
 approach is encouraged. This means reporting positive as well as negative issues
 appropriately. Including the use of green cards and team points.
5. Filling in the first aid records and reporting any accidents to teachers
6. Attending meetings when required and participating in job-related training as
 appropriate.
7. Understanding and complying with the Equal Opportunity Policy.
8. Promoting the inclusion of all pupils within our school.
9. Promoting and safeguarding the welfare of all of the children at our school.
10. Compliance with all Fire and Health and Safety policy and legislation in the
 performance of duties of the post.
11. Maintaining confidentiality at all times in respect of school-related matters and
 preventing disclosure of confidential and sensitive information.
12. Carrying out any other instructions given by the Senior Lunchtime Activities
 Co-ordinator / Headteacher / Deputy Headteacher reasonably falling within the
 duties of this post.

**Supervision in the classroom during wet playtimes**

1. Supervising the classrooms to ensure children are safe and actively engaged in
 positive and enjoyable activities.
2. Supervising of toilet / hygiene arrangements, ensuring that the toilet areas are used sensibly.
3. Ensuring that children are lined up quietly at the end of lunchtime.

**Supervision in the dining halls**

1. Supervising of the children in the dining areas ensuring orderly behavior and the
 active promotion of a happy and positive environment where children can enjoy
 their lunches.
2. Allocating drinks as appropriate, and generally assisting children with their meal.
3. Encouraging good table manners and politeness.
4. Promoting healthy eating (healthy lifestyle choices).
5. Leaving the dining area in a tidy condition – mopping accidental spillages from
 tables and floors during the meals – supervising children clearing their trays.
6. Setting up and clearing away dining furniture in a safe manner as required and
 actively and positively supporting children involved in duties at lunchtimes

**Supervision outside**

1. Supervising of children on the playground / grass ensuring a spread of staff over
 the whole area and in positions to be able to see the whole area.
2. Setting up and clearing away play equipment as part of the promotion of healthy
 and active lifestyles.
3. Actively organising and supervising games and activities on the playground to
 ensure all children have the opportunity to and are encouraged to be physically
 active.
4. Work effectively and positively with the Play Coaches in supporting them to
 facilitate and promote more structured physical activity for other children.
5. Promoting physical activity (healthy lifestyle choices)
6. Encourage children to play together and remain vigilant for children who may
 need help or support to make friends and socialise.
7. Encourage children to use the toilet as appropriate and to stay hydrated, with
 access to drinks outside throughout the year.

**SPECIAL FACTORS:**

Subject to the duration of the need, the special conditions given below apply:

1. Working hours.

2. The nature of the work may involve the post holder carrying out work outside of
 normal hours. The post holder may be required to attend, from time to time,
 training courses, conferences, seminars or other meetings as required by his/her
 own training needs and the needs of the service.

3. Expenses will be paid in accordance with the Local Conditions of Service.

4. This post is eligible for a DBS check under the Rehabilitation of Offenders Act

1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

**Closing date: Friday 23rd August 2019
Interview Date: Wednesday 4th September 2019**