

Job Description

JOB TITLE:	Lunchtime Inclusion Coordinator
GRADE:	Support Staff Pay Scale Grade G
REPORTS TO:	Head of Learning Support
CAMPUS:	Berkshire College of Agriculture
JOB PURPOSE:	The Lunchtime Inclusion Coordinator plans, organises, and delivers engaging lunchtime clubs and activities, offering meaningful social opportunities that promote positive wellbeing, develop social communication skills, build confidence, and enhance soft and employability skills. The role creates an inclusive, safe, and supportive environment where students with additional needs, social communication difficulties, and barriers to learning develop independence, teamwork, and resilience through structured activities.

Main Duties:

1. Lunchtime Club Planning and Activity Facilitation
2. Student Wellbeing, Inclusion, and Safeguarding
3. Employability Development, Collaboration, and Administration
4. General Duties

1. Lunchtime Club Planning and Activity Facilitation

- 1.1 Plan, organise, and facilitate a varied programme of lunchtime clubs that reflect students' interests, abilities, and aspirations.
- 1.2 Deliver engaging activities that:
 - promote social communication and interaction
 - teamwork and collaboration
 - problem-solving and critical thinking
 - confidence and self-esteem
 - independence and personal responsibility
 - employability and workplace-ready behaviours.
- 1.3 Monitor attendance and engagement within inclusion lunchtime clubs and evaluate the success of activities.
- 1.4 Promote student voice by gathering feedback and involving learners in planning future clubs and activities.
- 1.5 Manage resources and equipment required for lunchtime activities.

2. Student Wellbeing, Inclusion, and Safeguarding

- 2.1 Encourage participation from all students, with a particular focus on supporting learners who may benefit from additional social opportunities and have barriers to learning.
- 2.2 Foster an inclusive environment where diversity is valued and students feel respected, safe, and supported.
- 2.3 Support students in developing positive relationships and managing social situations appropriately.
- 2.4 Act as a point of contact for student wellbeing (including those with Educational Health and Care Plans) at all points of the year, promoting the college's values and taking responsibility for behaviour management in a constructive and supportive environment across Student Services and the wider campus.
- 2.5 Ensure safeguarding, health and safety, equality, and college policies are followed at all times.

3. Employability Development, Collaboration, and Administration

- 3.1 Develop activities that promote essential employability skills including communication, punctuality, leadership, organisation, resilience, customer service, and professional behaviour.
- 3.2 Create opportunities for students to practise real-life workplace skills through projects, clubs, and enterprise activities.
- 3.3 Work collaboratively with teaching staff, Learning Support Assistants, Student Services, and external partners to enhance the lunchtime offer.
- 3.4 Support the wider Student Services team in general tasks, including data entry, maintaining student records/ILPs, and assisting with college events.

4. General Duties

- 4.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Maintain student morale and discipline within the college site.
- 4.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 4.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 4.6 Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal.

PERSON SPECIFICATION - Lunchtime Inclusion Coordinator

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 maths	X		AF
Relevant Level 2 or Level 3 qualification in youth or community work, guidance, education or training.		X	
EXPERIENCE			
A proactive interest and attitude to working with young people and adults to develop social awareness and engagement in citizenship or employability activities	X		AF
Experience delivering enrichment activities, clubs, or group programmes.		X	AF
Understanding of employability skills and careers education.		X	AF/IV
First Aid qualification (or willingness to undertake training).		X	AF/IV
SKILLS, KNOWLEDGE AND ABILITIES			
Proven ability and confidence to work with all students, but in particular the 16-19 cohort, in a developmental capacity to improve behaviour and engagement with College activities.	X		AF/IV
The ability to prioritise and organise one's own workload in an effective and accurate manner taking into consideration yearly pressure points and changing levels of needs within the role.	X		AF/IV
Excellent communication and interpersonal skills.	X		AF/IV
Ability to build positive relationships with students and colleagues.	X		AF/IV
Excellent interpersonal and written skills with an ability to confidently run and advertise lunch time clubs	X		AF/IV
Experience of using social media to promote services		X	AF/IV

KEY:

Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview

All the elements marked IV will be assessed at interview.

All the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation