

**LOWTHER ENDOWED SCHOOL with LITTLE VIP DAY CARE**  
**JOB DESCRIPTION**



<b>POST: MIDDAY SUPERVISOR</b>
GRADE: PCD3 (A) £24,027 per annum pro rata (plus the living wage supplement hourly rate £12.60)
RESPONSIBLE TO: Headteacher
STAFF MANAGED: None
POST REF:
<b>JOB PURPOSE:</b> This role and responsibility is to ensure the safety, wellbeing, and enjoyment for our children during lunchtime. The successful candidate will play a crucial part in creating a positive and active playground experience, promoting healthy play and social interaction.
<b>JOB CONTEXT:</b> <ul style="list-style-type: none"> <li>To support the serving of the lunches to pupils.</li> <li>To ensure the security, safety and well-being, and care of the pupils of the school.</li> <li>To promote their social, emotional and physical development during the lunch time period.</li> </ul> <p><i>Enhanced DBS clearance required.</i></p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>To support the serving the school dinners to the pupils.</li> <li>To support staff to ensure the hall is left clean at the end of the lunch serve.</li> <li>To supervise pupils during the lunch period ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.</li> <li>To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting incidents to the Headteacher as appropriate.</li> <li>To ensure the safety and well-being of children, providing emotional support where necessary.</li> <li>To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.</li> <li>Whilst children eat their lunch promote and ensure good behaviour and a calm atmosphere.</li> <li>Deal with any misbehaviour that may occur in accordance with the school's behaviour policy.</li> <li>Address issues calmly and politely and in doing so being a role model to the children.</li> <li>To clean up spillages of food and to organise clearing cutlery and crockery off tables.</li> <li>Ensure that, when classrooms are used during the midday lunch break, because of inclement weather, that the children are quietly occupied and that the classroom is left tidy, ready for the afternoon school session.</li> <li>Take part in training appropriate to the job of midday supervisor.</li> <li>Take part in any appraisal arrangement made by the school.</li> <li>Undertake any other duties consistent with the purpose of the job.</li> </ul> <p><b>Review Arrangements:</b> The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.</p>

Date of Issue:	

