



Job Description – Midday Supervisor Assistant

Post holder:

Salary scale: Band 1 £24,310 FTE (£5,118 Actual)

The education and welfare of children in accordance with the requirements and conditions of Portsmouth City Council Pay and Conditions Document, having due regard to the requirements of the policies and procedures of the school. To uphold the vision, ethos and values for the school.

Status of the post

This is a support post within the school's staffing structure. The postholder operates under the direction of the Lead Midday Supervisor, is accountable to the Headteacher and responsible for upholding the vision, ethos and values of the school.

Main purpose of the post

To maintain the Professional Standards common for lunchtime assistants, the postholder's key accountability will be for supporting the welfare of pupils during the lunch break and to engage in professional development.

Professional Responsibilities

The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

Key responsibilities:

- Support lunchtime in the hall
- First Aid
- Supervision of pupils ensuring their safety and wellbeing of pupils during lunch play
- Play Activities

Key Roles:

- Supervise children in the lunch hall
- Ensure a calm and positive environment is maintained
- Encourage pupils to eat with courtesy and good manners
- Attend to spills and breakages
- Maintain positive behaviour and be a positive role model for pupils
- Interact and play with pupils, building positive and caring relationships
- Develop independence and responsibility in our pupils

- Monitor the safe use of play equipment
- Support First Aid
- Engage in training and research

To Whom Responsible:

☐ Headteacher

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.

Signed: Date:

Signed Headteacher

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.