Ludlow Junior School

JOB DESCRIPTION

Post Title: Lunchtime Supervisory Assistant

Responsible to: Deputy Head/SENDCO

Salary Scale: Grade 4

Purpose of the Job:

To ensure the safety, well-being and positive behaviour of pupils during the mid-day break periods, in accordance with the practices and procedures of the Academy. The post holder will normally work as part of a team and will always be under the direction of either the PE Specialist, Deputy Heads, Head Teacher or their designated officer.

Key Tasks:

- Supervision of pupils in the dining area, playground or other parts of the school premises whilst modelling good manners and supporting healthy eating.
- To instigate playground games with children through engagement and activity, and encourage and develop positive peer group relationships.
- To ensure standards of behaviour are maintained including dealing with problems arising from unruly behaviour and report such matters to the Teaching Team, PE Specialist or Deputy Head, depending on the severity.
- To assist with associated ancillary duties (eg cleaning up spillages, ensuring tables are clean etc).
- To provide welfare support to the pupils of the school, including undertaking first aid duties (depending on training).
- To change clothes, clean and care for the personal cleanliness of the children as appropriate.
- To commit to the protection and safeguarding of children and young people, and value and respect their view and needs.
- To ensure that school security regulations are upheld.
- To carry out other duties relating to lunchtime supervision as required by the Deputy Heads, Head Teacher or their designated officer.

Sign……. Print:…… Date:……

Reviewed and updated Sept 2025