

PERSON SPECIFICATION

Post Title: Midday Supervisor
Salary Scale: NJC Support Staff Grade A

Evidence Codes

AF – Application Form **M** - Medical
JRT – Job Related Task **I** - Interview
D - Documentation

Job Criteria				
	Essential	Source of Evidence	Desirable	Source of Evidence
Experience	Be able to demonstrate experience in the following:			
	Experience of supervising children	AF/I	Experience of working with children on a voluntary or paid basis.	AF/I
Qualifications			Current Paediatric First Aid certificate NVQ Child Care	D
			Food Hygiene certificate	D

Skills and Knowledge	Be able to demonstrate skills and knowledge in the following:			
	Ability to communicate clearly and co-operatively with children and adults, verbally and in writing, in English.	AF/I/JRT	Ability to teach activities to other Midday Supervisors.	AF/I
	Ability to recognise behaviour that may be a cause for concern.	I/JRT		
	Ability to work as part of a group and on your own	I/JRT		
	Ability to encourage high standards of pupil behaviour at all times	I/JRT		
	Ability to initiate and lead games and activities appropriate to the age of the children by acquiring a good knowledge of activities to stimulate learning during lunchtimes.	AF/I/JRT		
	Ability to ask for guidance if unsure how to proceed.	I/JRT		
	Ability to effectively use tact and diplomacy to advise, guide, persuade or instruct pupils and parents.	I/JRT		
	Able to respond appropriately to hazards and challenging situations.	AF/I		

Other factors	A willingness to attend meetings and undertake necessary training, as appropriate	AF/I		
	A willingness to adhere to school policies	AF/I		
	Able to work indoors and outdoors in all seasons	AF/I		
	Having high expectations of self and others	AF/I		
Personal qualities	Know how to defuse situations and resolve child conflict.	I/JRT		
	Having high expectations of self and others	AF/I		
	Can remain calm in difficult situations	JRT		
Job Circumstances	Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate)	M		
	Enhanced DBS clearance	D		
Equalities	Understanding of and commitment to Inclusion and Equality in respect of pupils, governors, staff and the wider community.	I		