

## Person Specification

<b>Job Title:</b>	Lunchtime Supervisor
<b>Salary/Grade:</b>	Grade 2
<b>Working Hours</b>	6.25 hours per week
<b>Academy Name:</b>	Pye Green Academy
<b>Location/Address:</b>	Rosehill, Hednesford, Cannock, Staffordshire WS12 4RT

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

	Essential	Desirable	How Identified
<b>Education &amp; Qualifications</b>			If required, formal possession of an appropriate qualification to be verified at Interview or from records
Good standard of literacy and numeracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Experience</b>			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion
Previous experience of working with children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Working within a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

	Essential	Desirable	How Identified
<b>Skills &amp; Abilities</b>			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion
Actively contribute to a happy safe and supportive play environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Communicate positively and effectively to children and listen to them	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Be able to encourage children to achieve these aims through keeping the school's behaviour code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Develop good appropriate relationships with children and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge of Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
To be able work flexibly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion
<b>Disposition</b>			
Calm, caring, patient and nurturing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Good sense of humour, ability to listen and contribute, and be a team player	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Organised, dedicated and in pursuit of high standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion
Remain calm under pressure, is adaptable to change and has a positive outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Special Requirements</b>			
<p>It is the responsibility of each employee to carry out their duties in line with GLP's ethos and culture of safe working practices for adults working with children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.</p> <p>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.</p>			
<b>Developed by:</b>	Sarah Yates		<b>Date of Issue:</b> May 2023