

Person Specification

Midday Supervisor



| Factor | Essential | Desirable | Assessment* |
|-----------------------------|--|---|-------------|
| Qualification | <ul style="list-style-type: none"> No formal qualifications required but must be able to read and write | <ul style="list-style-type: none"> Current First Aid qualification | A, D |
| Experience | <ul style="list-style-type: none"> The Midday Supervisor should have experience of: supervising children as a parent, carer, or in a voluntary basis | <ul style="list-style-type: none"> Experience of working with groups of children on a paid basis | A, I, R, D |
| Skills and Knowledge | <ul style="list-style-type: none"> Inspire trust and confidence in children Encourage high standards of pupil behaviour at all times Liaise with parents in a professional manner; observe the boundaries of the role, and respect confidential information Initiate games and activities and appropriate to the age of the children Relate to children on their level Remain calm in a crisis | <ul style="list-style-type: none"> Have knowledge and understanding of child development and social interaction The value of constructive play opportunities Communicate effectively (both orally and in writing) to an appropriate standard Recognise behaviour giving cause for concern and inform teaching staff Teach play activities to other Midday Supervisors Examine systems critically and suggest ways of improving efficiency | A, I |
| Personal Attributes | <ul style="list-style-type: none"> Calm under pressure Empathetic Well organised Able to communicate well with staff and children Creative Resourceful Tolerant Good timekeeping Be hardworking and reliable Be a team player, able to work collaboratively | | I, R |

*Assessment Method – details how the criteria will be assessed

A = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence