

PERSON SPECIFICATION

JOB TITLE	MIDDAY SUPERVISOR
GRADE	Grade B Scale point 6 £8.50 per hour
HOURS	5 hrs per week (13.30 pm – 14.30pm Monday to Friday), term time only

ATTRIBUTES	JOB REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)
EXPERIENCE	<ul style="list-style-type: none"> The Midday Supervisor should have experience of supervising children as a parent or carer Experience of working with groups of children on a voluntary or paid basis 	E D
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> No qualifications required. Current First Aid qualification Any necessary training will be provided 	D
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Knowledge and understanding of managing the behaviour of groups of children Child development and social interaction 	E D
SKILLS	<ul style="list-style-type: none"> Work as part of a group and individually Inspire trust and confidence in children Encourage high standards of pupil behaviour at all times Observe the boundaries of the role and respect confidential information Relate to children on their level Remain calm in a crisis Communicate effectively Recognise behaviour giving cause for concern and inform teaching staff Examine systems critically and suggest ways of improving efficiency 	E E E E E E E D D
PERSONAL	<ul style="list-style-type: none"> Calm under pressure 	



CHARACTERISTICS	<ul style="list-style-type: none"> • Empathetic • Well-organised • Able to communicate well with staff and children • Tolerant • Punctual 	
SAFEGUARDING	<p>In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children as appropriate to the nature of the role which may include:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline 	

Responsible to: Senior Administration Lead

Location: Kingsbury School

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment