

**JOB TITLE:** Relief Midday Supervisor

A= Application Form

I= Interview

Qualities	Essential	Desirable	Evidence
<b>Qualifications and Experience</b>			
<b>Education and Training</b>			
None Required			A
Current First Aid Qualification		X	A/ I
Food Hygiene Certificate		X	A/ I
<b>Experience</b>			
Supervising Children as a parent or carer	X		A/I
Working with groups of children on a voluntary or paid basis		X	A/I
<b>Knowledge and Understanding</b>			
Managing the behaviour of groups of children	X		A/I
Child development and Social Interaction		X	A/I
The value of constructive play opportunities		X	A/I
<b>Specific Skills</b>			
<b>Communication</b>			
Ability to form and maintain appropriate professional relationships with children, teachers, support staff, parents/carers, governors, external professionals and agencies.	X		A/I
Liaise with parents in a professional manner	X		A/I
Ability to communicate well with staff and children.	X		A/I
communicate effectively (both orally and in writing) to an appropriate standard;		X	A/I
Ability to support bilingual/multilingual pupils/parents if required.		X	A/I
<b>Support for Pupils</b>			

Inspire trust and confidence in children	X		A/I
encourage high standards of pupil behaviour at all times	X		A/I
initiate games and activities appropriate to the age of the children	X		A/I
relate to children on their level	X		A/I
<b>Support for work/ school team</b>			
recognise behaviour giving cause for concern and inform teaching staff;		X	A/I
teach play activities to other Mid-day Supervisors		X	A/I
examine systems critically and suggest ways of improving efficiency.		X	A/I
<b>Professional Development</b>			
Constantly improve own practice/knowledge through self-evaluation, appraisal and learning with/from others.	X		A/I
Willingness to participate in all forms of professional development.	X		A/I
<b>Personal qualities</b>			
Calm under pressure	X		A/I
Patience, kindness, and a genuine care for children.	X		A/I
Tolerant	X		A/I
Empathetic	X		A/I
Commitment to equalities issues and to social inclusion.	X		A/I
Ability to work independently (with appropriate supervision) and as part of a team.	X		A/I
Ability to work effectively with TA's / Teachers /other adults and children within the school and external agencies	X		A/I
Well Organised		X	A/I
Creative and Resourceful		X	A/I
<b>Other</b>			
Being responsible for the safeguarding, health, safety and welfare of self, staff, visitors and children under your care and supervision.	X		A/I
<b>Good work record</b> Satisfactory references DBS clearance	X		