

**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><br>Satisfactory references<br>DBS clearance                                                                       | X |   |     |