



Person Specification Midday Supervisor

The Futures Trust and Keresley Newland Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Headteacher
Grade	Grade 1 (£9.25 - £9.43ph)
Hours	6.25 hours per week Term time only (39 weeks per year)
Location	Based at Keresley Newland Primary Academy

	Essential Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> • A good and fluent level of written and spoken English 	Application Form Certificates where held Test
Skills and Abilities	<ul style="list-style-type: none"> • Able to work as part of a team. • Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner. • Reading and writing skills, in order to follow the School's Policies and Procedures and keep records • Able to follow the School's safeguarding procedures and recognise when to report any concerns • Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner. • Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way. • Able to supervise and control children to minimum set standards of discipline. • Able to adhere to guidelines set by the head teacher for lunchtime supervision • Able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays. 	Application Form Interview Test

Skills and Abilities continued	<ul style="list-style-type: none"> • Relate well to children and enjoy participating in their activities • Motivate children and develop their self confidence • Assist children in new development intellectually, socially, physically and emotionally 	Application Form Interview Test
Experience	<ul style="list-style-type: none"> • Experience of working with primary age children in some capacity • Experience of working with other professionals 	Application Form Interview
Knowledge and understanding	<ul style="list-style-type: none"> • An understanding of how children behave and play • A commitment to and an understanding of Equal Opportunities issues and their application to schools • An understanding of health and safety issues • An awareness of Child Protection • An understanding of the boundaries of confidentiality 	Application Form Interview Test
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required 	Application Form Interview

Person specification reviewed by: Nicola Penlington, Headteacher

Date: September 2021