**Person Specification**

**Tudhoe Moor Nursery School**

**Out of Hours Supervisor**

**Grade 5**

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|  | **Essential Criteria** | **How Assessed** |
| **Education & Qualifications** | NVQ Level 3 in Early Years / Early Years practitioner qualification to at least a Level 3 standardExcellent numeracy and literacy skills with GCSE English & Maths at grade C or aboveWillingness to undertake all relevant trainingUp to date Paediatric First Aid Qualification and Food Hygiene Certificate (or willingness to work towards them) | Application Form, Certificates & References |
| **Experience, Skills and Knowledge** | Have experience of working in an early years setting working with or caring for children 0 to 5 years (Early Years)Excellent understanding of a child’s development and learningCommitment to and/ or experience of working with children with a range of Special Educational Needs (SEN) ensuring access to the curriculum for allUnderstanding of the relevant policies/codes of practice/ and awareness of relevant legislation in the context of your roleExcellent understanding of national/ Early Years foundation stage curriculum and other relevant learning programmes/strategies.Knowledge & experience of resources preparation to support learning programmesEffective use of IT to support learningAbility to write brief reports and keep recordsHave excellent behaviour management skillsExcellent knowledge and understanding of safeguarding and health and safetyExcellent communication and organisational skills, ability to show initiative | Application Form, Interview & References |
| **Personal Qualities** | Ability to build effective relationships with pupils’ families, liaising sensitively & effectively with them, recognising your role in pupils’ development.To effectively manage and supervise a team dealing with a wide variety of staff issues as well as working constructively as part of a wider team, understanding roles and responsibilities and your own position within these.To be an excellent role model.Emotional resilience in working with a range of challenging situations.Ability to plan and deliver specific activities with the children to keep them focused and engagedTo constantly improve own practice/knowledge through reflection, self-evaluation and learning from others.Motivational skills to maintain a positive and effective teamHave a willingness to demonstrate commitment to the values and behaviours, which flow from the school ethos. | Application Form, Interview & References |
| **Work Circumstances** | To work flexibly as the workload demandsOccasional out of hours working to support school functions |  |

This post is subject to Enhanced DBS, identity and qualification checks Interview & References