

**Ox Close Federation**

**Person Specification: Lunchtime Supervisor**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications** | * Basic literacy and numeracy skills. | * First Aid Certificate. * Willing to take further training with a particular emphasis on a Child Protection certificate. | Application  Interview  Reference |
| **Experience** | * Knowledge of the duties and role of the Lunchtime Supervisor. * Previous experience of working with or caring for children aged 4-11 years. | * Experience of working in a school environment either in a paid or voluntary capacity. * Experience of working with SEND children in particular autism. | Application  Interview  Reference |
| **Skills** | * Able to plan engaging and exciting activities for children. * Good communication. * To be able to work under pressure. * Good sense of humour and respect of colleagues. * Good relationships with lunchtime colleagues and school staff. * To be able to work as part of a team. * Ability to work within the school’s policies and guidelines. * Recognition of the needs of SEN children and the ability to promote good playtime behaviour. | * Basic understanding of child development and learning. * An understanding of children with special needs. * Good behaviour management strategies. | Application  Interview  Reference |
| **Personal Attributes** | * Use own initiative. * Flexible approach to work. * Awareness of confidentiality, working with integrity. * Good timekeeping. * Enthusiastic, courteous and polite. * Patience and emotional resilience in working with challenging behaviours. * Sensitive to the needs of children * Calm and positive approach |  | Application  Interview  Reference |