

Person Specification – Lunchtime supervisor N2

Archbishop Runcie CE First School

Part A: Application Stage
The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of supporting pupils in a childcare or learning environment
2	Knowledge of child development
3	Relevant childcare qualification
4	GCSE in English and Maths or equivalent
5	Able to support and uphold the Christian ethos of the school
6	Willingness to attend to the intimate care needs of children
7	Assisting in the supervision of pupils, during indoor and outdoor play

Desirable

8	Experience of school organisation
9	Experience of advancing progress of pupils of relevant age within a learning environment
10	Ability to administer medication to pupils by agreement with the jobholder in accordance with the schools policy on this issue
11	First Aid Training
12	Food hygiene qualification

Part B: Assessment Stage
Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Able to empathise with the needs of children and, in particular, able to establish positive relationships with pupils
2	Able to consistently and effectively implement agreed behaviour management strategies
3	Able to use language and other communication skills that children can understand and relate to
4	Able to provide levels of individual attention, reassurance and help as appropriate to pupils' needs
5	Able to work within and apply all relevant school policies
6	Able to supervise groups of pupils
7	Able to support pupils development including those with special educational needs
8	Able to work effectively as part of a team and contribute effectively to the planning and organisation of the provision
9	Committed to achieving further professional development and willingness to attend training
10	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: • motivation to work with children and young people

	• ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • attitude to use of authority and maintaining discipline. • able to work in partnership with other agencies
11	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

12	Knowledge of SEN Code of Practice

The following methods of assessment will be used:

Method			
Interview	Yes	Presentation	No
Group activity	No	Task with pupils	Yes
Other (specify)	No	Other (written task)	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Barred List check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)