

## Person Specification – ASSOCIATE STAFF

### Lunchtime Supervisor

FACTORS	ESSENTIAL	DESIRABLE
Knowledge and Experience	Recent experience of working with children or young people	<ul style="list-style-type: none"> <li>- Experience of lunchtime supervisory role or experience of working with children in a school environment</li> <li>- Experience of actively initiating and promoting play activities with children</li> <li>- Successful completion of relevant training course e.g first aid, hygiene etc</li> <li>- Experience of working effectively as a member of a team</li> </ul>
Skills and Qualifications	<ul style="list-style-type: none"> <li>- Effective communication skills and good literacy skills</li> <li>- Communicate clearly with staff and children.</li> <li>- Ability to work effectively as a part of a team.</li> <li>- Ability to motivate and positively interact with children.</li> <li>- Ability to engage children in cooperative play</li> <li>- Ability to settle disputes between children calmly and fairly.</li> <li>- React calmly and appropriately in an emergency, with the health and safety of both pupils and staff a prime concern.</li> <li>- Ability to supervise and organise pupils during the dining hall and during lunchtime play.</li> <li>- Able to promote the safe and appropriate use of play equipment through example and guidance</li> <li>- Ability to maintain confidentiality</li> <li>- Ability to show initiative and apply effective strategies to deal with situations which may arise in school</li> </ul>	<ul style="list-style-type: none"> <li>- Play leader skills and / or experience</li> <li>- First Aid qualification</li> <li>- Up to date safeguarding qualification</li> <li>- Knowledge of different playground games and activities</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>- Able to promote and maintain relationships with children and staff</li> <li>- Good communication skills</li> <li>- Ability to work under the direction of the class teacher / SLT</li> <li>- Well organised</li> <li>- Enthusiastic team approach</li> <li>- Ability to relate to a wide range of people – children and adults</li> <li>- Ability to set targets, meet deadlines and to work under pressure</li> <li>- Ability to promote the child-centred ethos within the schools.</li> </ul>	<ul style="list-style-type: none"> <li>Adaptable and versatile approach</li> <li>Ability to organise others</li> <li>Creative</li> <li>Ability to show initiative</li> <li>Flexibility</li> </ul>
Commitment	<p>Should have a commitment to:</p> <ul style="list-style-type: none"> <li>- all children at Woden</li> <li>- continuing the process of raising standards</li> <li>- maintaining high expectations and helping children of all abilities to reach their full potential</li> <li>- working in a multicultural Trust with a genuine commitment to equal opportunities,</li> <li>- involving parents in the life of the school</li> </ul>	