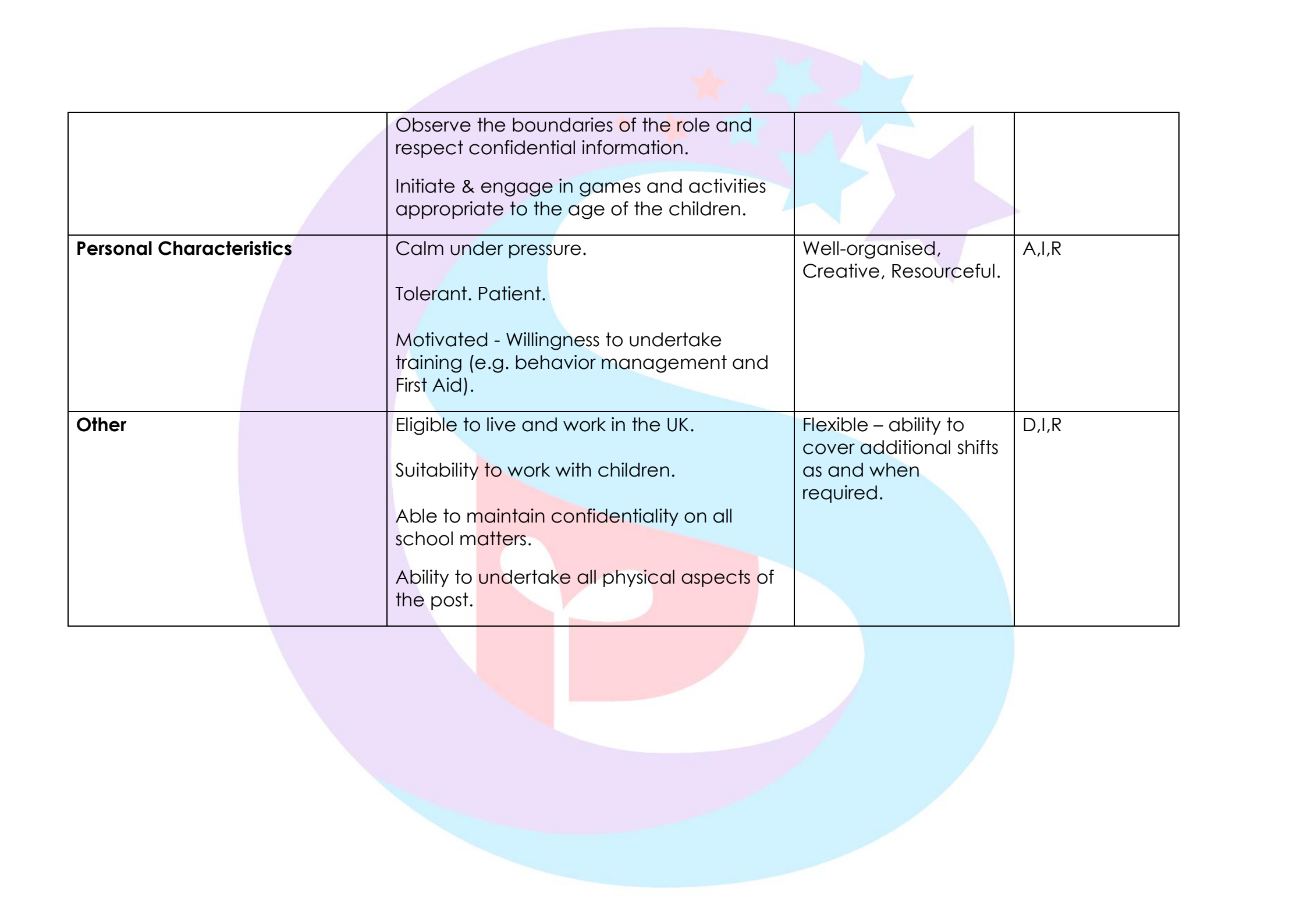


A=Application  
C=Certification  
D=Documentation  
I=Interview  
R=Reference

**Job Description – Lunchtime Supervisor**  
**(Grade C)**

Attributes	Essential	Desirable	Evidence
<b>Education Qualifications</b>	Good general standard of education.	Current First Aid qualification.	A,C
<b>Experience</b>	Experience of supervising children as a parent or carer.	Experience of working with groups of children on a voluntary or paid basis.	A,I,R
<b>Skills Knowledge Aptitude</b>	<p>Empathy with the needs of children and young people.</p> <p>Ability to work as part of a team and to use own initiative when appropriate.</p> <p>Communicate effectively (both orally and in writing) to an appropriate standard with staff and children.</p> <p>Encourage high standards of pupil behaviour at all times.</p> <p>Liaise with others in a professional manner.</p>	<p>Recognise behaviour giving cause for concern and inform teaching staff.</p> <p>Examine systems critically and suggest ways of improving efficiency.</p>	A,I,R



	<p>Observe the boundaries of the role and respect confidential information.</p> <p>Initiate &amp; engage in games and activities appropriate to the age of the children.</p>		
<b>Personal Characteristics</b>	<p>Calm under pressure.</p> <p>Tolerant. Patient.</p> <p>Motivated - Willingness to undertake training (e.g. behavior management and First Aid).</p>	<p>Well-organised, Creative, Resourceful.</p>	<p>A,I,R</p>
<b>Other</b>	<p>Eligible to live and work in the UK.</p> <p>Suitability to work with children.</p> <p>Able to maintain confidentiality on all school matters.</p> <p>Ability to undertake all physical aspects of the post.</p>	<p>Flexible – ability to cover additional shifts as and when required.</p>	<p>D,I,R</p>