



Person Specification: Midday Supervisory Assistant

St Benet's Multi Academy Trust and Diss Primary Academy Partnership and Scole Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| Responsible to | Executive Headteacher |
| Grade | Scale B |
| Hours | 1.08 - 1.25 - 1.5 hours per session (maximum 7.5 hours per week) |
| Location | Based at Diss Primary Academy Partnership or Scole Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within St Benet's Multi Academy Trust as needed. |

| | Essential Criteria | Desirable Criteria |
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| Education and Qualifications | <ul style="list-style-type: none"> Maths and English GCSE grade C or equivalent | <ul style="list-style-type: none"> First aid qualifications |
| Skills and Abilities | <ul style="list-style-type: none"> Able to follow the Trust's safeguarding procedures and recognise when to report any concerns An empathy with young children's needs Ability to treat children sensitively and fairly To work as part of a group and individually To inspire trust and confidence in children To encourage high standards of pupil behaviour at all times To liaise with parents in a professional manner when children are picked up from homework club Good interpersonal and communication skills Good people handling skills Good team worker Good organisational skills | <ul style="list-style-type: none"> Show a willingness to learn and implement new skills and approaches to develop learning |
| Experience | <ul style="list-style-type: none"> Experience of supervising children as a carer or parent of young children | <ul style="list-style-type: none"> Experience as a Lunchtime or After School Club Supervisor |

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| Knowledge and understanding | <ul style="list-style-type: none"> • The responsibility of every individual for safeguarding and promoting the welfare of children • Knowledge and understanding of primary aged children • To have knowledge and understanding of managing the behaviour of groups of children | |
| Other requirements | <ul style="list-style-type: none"> • Committed to and able to promote the aims of the academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required | |

Person specification reviewed by:

Date: