



### Lunch time supervisor Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 in Teaching Assistant or equivalent or equivalent.</li> <li>• Good numeracy and literacy skills. Completion of DfES Teacher Assistant Induction Programme (Desired)</li> <li>• Additional curriculum training e.g. Phonics, maths programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid/training as appropriate.</li> <li>• Participates in development and training opportunities</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working with or caring with children of a relevant age and with children with SEND</li> <li>• General understanding of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.</li> <li>• Basic understanding of child development and learning.</li> </ul>	
<b>Knowledge and Skill</b>	<ul style="list-style-type: none"> <li>• Ability to use relevant technology Eg computer/keyboard/photocopier/video etc</li> <li>• Basic knowledge of first aid (desirable)</li> <li>• Good time management skills/ability to work to deadlines</li> <li>• Good keyboard skills.</li> <li>• Ability to work as part of a team and on own initiative</li> </ul>	



	<ul style="list-style-type: none"> <li>• Good organisational and communication skills</li> </ul>	
Personal characteristics	<ul style="list-style-type: none"> <li>• A knowledge of equality &amp; diversity issues.</li> <li>• Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.</li> <li>• Ability to relate well to children and adults.</li> <li>• To comply with the school's commitment to the protection and safeguarding of children.</li> </ul>	
<p><i>SJBCA is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website</i></p> <p><a href="https://www.gov.uk/guidance/when-you-should-disclose-a-conviction-or-caution">Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975- GOV.UK (www.gov.uk)</a></p>		