

Person Specification

For the Post of: Mid-Day Supervisor

No.	Criteria	Minimum/ Preferred M = Minimum P= Preferred	Method of Assessment I = Interview AF = App Form
1	Knowledge & Experience: (Including Qualifications) Excellent verbal communication skills Ability to deal with all levels with tact and discretion Ability to work in a team Experience of establishing positive relationships with children	M M M M	I I AF I AF I
2	Decision Making: Take appropriate action when dealing with disciplinary problems	M	I
3	Contacts and Relationships: Ability to use language and other communication skills that children can relate to Ability to demonstrate active listening skills Ability to empathise with the needs of children Ability to work within and apply all academy policies, eg Behaviour Management, Health & Safety, Equal Opportunities, Child Protection Ability to work effectively with colleagues	M M M M M	I I I I AF I

4	Personal Qualities: Willingness to participate in training and developmental opportunities offered by the academy Willingness to maintain confidentiality on all academy matters	M M	I I
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5	Other Requirements: A basic knowledge of Health & Safety requirements in a academy environment Knowledge of the academy's Behaviour Management policy	P P	I I
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Note to candidates

When completing your application form, please give examples to show how your skills, abilities, achievements and experience demonstrate that you meet each of the criteria in the person specification above which are shown as being assessed from the Application form (i.e. those marked as AF). ¹



¹ 09/HR/MM/16/11d