# Broadwindsor Primary School

# Person Specification: After School Club Supervisor

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|  | Essential | Desirable |
| Qualifications | Minimum Grade C GCSE in English and Mathematics or equivalent  Current First Aid Certificate  Level 3 Qualification in Childcare  NVQ 2 or 3 for Teaching Assistants | Level 2 or higher Food Hygiene Certificate |
| Experience | Experience in supporting wrap around care (breakfast and / or after school club)  Recent and relevant Learner Support (Teaching Assistant) experience in at least one primary school/pre-school setting  Recent experience in a Supervisory role | Recent and relevant experience supporting children within KS1 and KS2  Experience of working with children with SEND including children who have more complex needs  Experience of liaison/contact with outside agencies.  Experience of working with children with social and emotional difficulties |
| Knowledge, Skills and abilities | To be aware of Child Protection procedures.  Have a detailed understanding of child development and relevant experience of working with children.  Be able to act under own initiative and make decisions.  Be aware of the need for confidentiality  To be willing to attend courses to develop knowledge & keep up to date. | Able to use initiative to develop resources to support individuals and small groups of children. |
| Specific Skills supporting the children | Able to communicate clearly, clarifying and giving instructions with positive and constructive feedback.  Able to give positive praise relating to specific observed qualities of learning and behaviour.  Able to assist with regular assessments.  Able to be firm, calm and consistent when dealing with challenging behaviour.  Able to personal support care of specific pupils including toileting and intimate care. | Able to anticipate difficulties and be able to solve problems. |
| Personal characteristics | Able to establish good relationships with children, team members, parents and other staff.  Able to work constructively as a member of a team understanding roles and responsibilities and your own position within these.  Able to liaise effectively with the Headteacher of the school and / or the Management Committee.  Able to organise personal timetable.  Able to be sensitive, calm, patient and understanding. | A willingness to learn and develop.  Resilient.  Energy and enthusiasm.  Positive outlook. |