

BROADMEADOW SPECIAL SCHOOL
JOB SPECIFICATION
MIDDAY SUPERVISOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	N/A no pre-determined formal qualifications. Basic communication and literacy skills	NVQ or equivalent in child or social care	Application Form References
EXPERIENCE	Knowledge and experience of working with children and a desire to work with children with special needs	Knowledge of child development Familiar with Early Years Foundation Stage	Application Form References Interview
TRAINING / KNOWLEDGE	Relevant to looking after young children with special needs Responding to welfare/ personal care needs of young children, including toileting issues	Understanding of child development Paediatric first aid Safeguarding Food hygiene Augmentative communication methods	Application Form Interview References
MANAGEMENT SKILLS	Ability to organise suitable and meaningful play activities Ability to work constructively as a member of a team Ability to implement behaviour and care programmes	Liaison with other professionals	Interview References Application form
INTERPERSONAL SKILLS /	Enthusiasm Good communication skills- to communicate effectively at all levels within the school Ability to relate well to children and adults To make positive contributions to class and whole school issues	Use of own initiative To be able to solve problems	Interview References Application Form
PERSONAL QUALITIES AND INTERESTS	Sense of humour Fit and healthy Confidentiality To be able to respond flexibly to new ideas Motivation and desire to improve and develop own skills and knowledge Enthusiasm	Leisure Hobbies Interests outside of school	Application form Interview References