

Person Specification

Job Title:	Breakfast Club Supervisor
Salary/Grade:	Grade 1
Contracted Hours:	Part time - 7.08 per week
Academy Name:	GLP Central Team
Location/Address:	Tame Valley Academy, Chillinghome Road, Birmingham, B36 8QJ

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

	Essential	Desirable	How Identified
Education & Qualifications			Formal possession of an appropriate qualification to be verified at Interview or from records
Good standard of spoken and written english	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Satisfactory DBS clearance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Relevant Experience			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion.
Substantial experience of working in schools and/or an educational setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of working in a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Skills & Abilities			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion
Be committed to the ethos and values of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Be able to encourage the children to achieve these aims through keeping the school's behaviour code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Develop good, appropriate relationships with children and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Communicate positively and effectively with children and listen to them	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Actively contribute to a happy, safe and supportive play environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Able to work within a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Able to use own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

GREENHEART

LEARNING PARTNERSHIP 

	Essential	Desirable	How Identified
Knowledge			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion
A clear understanding of the essential qualities necessary to be effective in the role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Personal Attributes			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion
Highly organised and efficient	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proactive, keen to embrace new ideas and challenges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
To be able to work independently and, at times, collaboratively with staff from across the Partnership.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Confident and excellent inter-personal skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrate an understanding of the need for confidentiality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Committed to continuing professional development for self and others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Training			
Be willing to undertaken appropriate training	<input checked="" type="checkbox"/>		Application form and interview questioning and reference
Special Requirements			
It is the responsibility of each employee to carry out their duties in line with Greenheart Learning Partnership's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.			

Developed by:	Chief Finance Officer	Date of issue:	July 2024
Signature of Postholder		Date of signature:	