** All Saints’ RC Primary School**

Essential Criteria Sheet: **Supervisory Assistant**

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| **Education** | Basic literacy and numeracy skillsWilling to take further training if necessary | First Aid CertificateFood hygiene certificate | ApplicationInterviewReference |
| **Experiences** | Knowledge of the duties and role of the Lunchtime SupervisorPrevious experience of working with/caring for with children aged 4-11 years | Experience of working in a school environment either in a paid or voluntary capacity | ApplicationInterviewReference |
| **Skills** | Able to plan engaging and exciting activities for childrenGood communicationTo be able to work under pressureGood sense of humour and respect of colleaguesGood relationships with lunchtime colleagues and school staffTo be able to work as part of a teamAbility to work within the school’s policies and guidelinesRecognition of the needs of SEN children and the ability to promote good playtime behaviour | Basic understanding of child development and learningAn understanding of children with special needsGood behaviour management strategies  | ApplicationInterviewReference |
| **Personal Qualities** | Use own initiativeFlexible approach to workAwareness of confidentiality, working with integrityGood timekeeping Enthusiastic, courteous and politePatience and emotional resilience in working with challenging behavioursSensitive to the needs of children Calm and positive approach |  | ApplicationInterviewReference |