



PERSON SPECIFICATION

POST TITLE: Supervisory Assistant Level 1

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education and Training	Basic literacy and numeracy skills	First Aid Training/Qualification	- Application Form - Certificates - Interview
Work Experience	- Experience of supervising children as a parent or carer - Experience of establishing positive relationships with children	Experience of working with groups of children on a voluntary or paid basis	- Application Form - Interview - References
Skills	- Knowledge and understanding of managing the behaviour of groups of children - Knowledge and understanding of child protection and safeguarding issues - Able to work within and apply all relevant school policies, e.g. behaviour management. - Effective verbal and written communication skills	- Knowledge and understanding of child development and social interaction - Knowledge of constructive play opportunities	- Interview - References
Disposition	• Able to work as part of a group and individually • Encourage high standards of pupil behaviour at all times • Able to behave in a professional manner; observe the boundaries of the role, and respect confidential information • Able to initiate games and activities appropriate to the age of the children • Able to relate to children on their level •	• Recognise behaviour giving cause for concern, and inform teaching staff • Able to teach play activities • Able to examine systems critically, and suggest ways of improving efficiency	• Interview • References
Circumstances	• Enhanced Certificate of Disclosure from the Disclosure and Barring Service • Additional criminal records checks if applicant has lived outside the UK • Medical clearance • Two references from current and previous employers		• DBS Check