



PERSON SPECIFICATION

POST TITLE: Supervisory Assistant Level 1 - English Martyrs' Catholic Primary School

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education and Training	<ul style="list-style-type: none"> Basic literacy and numeracy skills 	<ul style="list-style-type: none"> First Aid Training/Qualification 	<ul style="list-style-type: none"> Application Form Certificates Interview
Work Experience	<ul style="list-style-type: none"> Experience of supervising children as a parent or carer Experience of establishing positive relationships with children 	<ul style="list-style-type: none"> Experience of working with groups of children on a voluntary or paid basis 	<ul style="list-style-type: none"> Application Form Interview References
Skills	<ul style="list-style-type: none"> 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, eg behaviour management. Effective verbal and written communication skills 	<ul style="list-style-type: none"> Knowledge and understanding of child development and social interaction Knowledge of constructive play opportunities 	<ul style="list-style-type: none"> Interview References
Disposition	<ul style="list-style-type: none"> 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 Supportive of the school's Catholic Ethos 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Interview References
Circumstances	<ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> DBS Check