South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Supervisory Assistant

GRADE: Band 3

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment		• Classroom Assistant Certificate or working towards this, or equivalent • Current First Aid qualification	• Application form • Certificates
Work Experience	• Experience of working with children in a formal setting on a voluntary or paid basis		• Application form • Interview • References
Knowledge/ Skills/ Aptitudes	• Knowledge and understanding of managing the behaviour of groups of children • Displays commitment to the protection and safeguarding of children • Effective verbal and written communication skills • Knowledge and understanding of child protection and safeguarding issues	• Knowledge and understanding of child development and social interaction • Knowledge of constructive play opportunities	• Interview • References
Disposition	• Able to work well as part of a team • Able to use own initiative • Encourage high standards of pupil behaviour at all times • Able to liaise with parents 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 • Flexible approach to work	• 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

	• Committed to the principles of equality and diversity		
Circumstances	• Enhanced clearance from the Disclosure and Barring Service		• DBS check