

Model Person Specification – Supervisory Assistant Level 1

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of establishing positive relationships with children.	
2	Experience of working with or caring for children	

Desirable

3 First Aid Training

Part B: Assessment Stage

Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

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1	Basic literacy and numeracy skills			
2	Able to use language and other communication skills that children can understand			
	and relate to.			
3	Able to supervise groups of pupils			
4	Able to work effectively as part of a team			
5	Able to work within and apply all relevant school policies, eg behaviour management			
6	Appropriate behaviour and attitude towards safeguarding and promoting the welfare			
	of children and young people including:			
	 motivation to work with children and young people 			
	 ability to form and maintain appropriate relationships and personal boundaries 			
	with children and young people			
	emotional resilience in working with challenging behaviours			
	 attitude to use of authority and maintaining discipline. 			
7	No disclosure about criminal convictions or safeguarding concern that makes			
	applicant unsuitable for this post.			

Desirable

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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	No	Structured discussion with pupils	No
Other (specify)	Yes/No	Other (specify)	Yes/No

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau	
2	Additional criminal record checks if applicant has lived outside the UK	
3	List 99 and/or POCA List (residential establishments only) check	
4	Medical clearance	
5	Two references from current and previous employers (or education establishment if	
	applicant not in employment)	