



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### PERSON SPECIFICATION

**POST TITLE:** Supervisory Assistant (Hebburn Lakes Primary School)

**GRADE:** Band 3

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>		<ul style="list-style-type: none"> <li>Classroom Assistant Certificate or working towards this, or equivalent</li> <li>Current First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with children in a formal setting on a voluntary or paid basis</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of managing the behaviour of groups of children</li> <li>Displays commitment to the protection and safeguarding of children</li> <li>Effective verbal and written communication skills</li> <li>Knowledge and understanding of child protection and safeguarding issues</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of child development and social interaction</li> <li>Knowledge of constructive play opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to work well as part of a team</li> <li>Able to use own initiative</li> <li>Encourage high standards of pupil behaviour at all times</li> <li>Able to liaise with parents in a professional manner; observe the boundaries of the role, and respect confidential information</li> <li>Able to initiate games and activities appropriate to the age of the children</li> <li>Able to relate to children on their level</li> <li>Flexible approach to work</li> </ul>	<ul style="list-style-type: none"> <li>Recognise behaviour giving cause for concern, and inform teaching staff</li> <li>Able to teach play activities</li> <li>Able to examine systems critically, and suggest ways of improving efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>Committed to the principles of equality and diversity</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Enhanced clearance from the Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>DBS check</li> </ul>