

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 or Positive Handling Training.
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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

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 safeguarding and behaviour management.
6	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> 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.

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 Disclosure & Barring Service
2	Additional criminal record checks if applicant has lived/worked outside the UK
3	Barred list check – children
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)