

## 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"> <li>motivation to work with children and young people</li> <li>ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>emotional resilience in working with challenging behaviours</li> <li>attitude to use of authority and maintaining discipline</li> </ul> |
| 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) |