



Person Specification: Lunchtime Supervisory Assistant

	Essential	Desirable
Educational	Basic Numeracy and Literacy skills	Current First Aid qualification
Experience	The Supervisory Assistant should have experience of: supervising children as a parent or carer.	In addition, the Supervisory Assistant might have experience of: working with groups of children on a voluntary or paid basis.
Knowledge and Understanding	The Supervisory Assistant should have knowledge and understanding of: managing the behaviour of groups of children.	In addition, the Supervisory Assistant might also have knowledge and understanding of: child development and social interaction; the value of constructive play opportunities.
Skills	The Supervisory Assistant will be able to: work as part of a group and individually; inspire trust and confidence in children; encourage high standards of pupil behaviour at all times;	In addition, the Supervisory Assistant might also be able to: communicate effectively (both orally and in writing) to an appropriate standard; recognise behaviour giving cause for concern, and inform teaching staff;



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	liaise with parents in a professional manner; observe the boundaries of the role, and respect confidential information; initiate games and activities appropriate to the age of the children; relate to children on their level; remain calm in a crisis.	teach play activities to other Supervisory Assistants; examine systems critically and suggest ways of improving efficiency.
Personal characteristics	Calm Creative Empathetic Organised Patient Resourceful Tolerant	
Special Requirements	• This post is subject to Protection of Children Regulations and is therefore exempt from the provisions of the Rehabilitation of offenders Act 1974. A Criminal record Disclosure will be required prior to appointment. • Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.	



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