

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; liaise with parents in a professional manner; observe	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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	<p>the boundaries of the role, and respect confidential information;</p> <p>initiate games and activities appropriate to the age of the children;</p> <p>relate to children on their level;</p> <p>remain calm in a crisis.</p>	<p>teach play activities to other Supervisory Assistants;</p> <p>examine systems critically, and suggest ways of improving efficiency.</p>
Personal characteristics	<p>Calm</p> <p>Creative</p> <p>Empathetic</p> <p>Organised</p> <p>Patient</p> <p>Resourceful</p> <p>Tolerant</p>	
Special Requirements	<ul style="list-style-type: none"> • 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. • All employees of Coventry City Council are required to comply with the Council's Equal Opportunity Policy when undertaking 	