St Charles' Catholic Primary School

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 Training

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 behaviour management
6	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: ▪ 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.

Desirable

8	
9	
10	

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	No	Structured discussion with	No

		pupils	
Other (specify)	Yes/No	Other (specify)	Yes/No

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 Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)