

PERSON SPECIFICATION

JOB TITLE: Supervisory Assistant

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications and Experience			
Experience appropriate to working with children.	X		2 & 4
Supervisory Experience (For Band 5 post)		X	2 & 4
Appropriate first aid training or willingness to undertake training		X	2 & 5
Awareness of health and hygiene issues	X		2 & 4
Skills & Knowledge			
Good written and verbal communication skills.		X	2, 3 & 4
Behaviour management.	X		2 & 4
Judgemental skills	X		
Personal Qualities			
Demonstrable interpersonal skills.	X		2 & 4
Ability to work successfully in a team.	X		2 & 4
Confidentiality.	X		2 & 4
Initiative		X	2 & 4

<p>Other Requirements</p> <p>To be committed to the school's policies and ethos.</p> <p>To be committed to Continual Professional Development.</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>2 & 4</p> <p>2 & 4</p> <p>2 & 4</p> <p>2 & 4</p> <p>2 & 4</p>
<p>Equal opportunities</p> <p>To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery</p>	<p>X</p>		<p>2 & 4</p>

Assessment:

- 1. Test prior to shortlisting (i.e. all applicants)**
- 2. From application form**
- 3. Test after shortlisting**
- 4. Probing at interview**
- 5. Documentary Evidence**
- 6. OTHER (Please specify)**