POST: SUPERVISORY ASSISTANT – GRADE 3			
SKILLS/ ABILITY/ EXPERIENCE	**TO DO WHAT?**	**HOW WELL? NOW OR WITH TRAINING?**	**HOW IMPORTANT AT THE TIME OF APPOINTMENT?**
KNOWLEDGE			
Previous experience of interacting with children (whether as a parent/carer or through employment)	To supervise and interact with young children	Now	5
Basic awareness of health and safety issues	To ensure children's safety at mealtimes and playtimes	With training	3
MENTAL SKILLS			
Limited			
INTERPERSONAL & COMMUNICATION SKILLS			
Reasonable level of verbal communication	To interact effectively with the children	Now	5
Ability to work well as a member of a team	To develop and maintain effective working relationships with colleagues	Now	5
PHYSICAL SKILLS			
N/A			

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SKILLS/ ABILITY/ EXPERIENCE	**TO DO WHAT?**	**HOW WELL? NOW OR WITH TRAINING?**	**HOW IMPORTANT AT THE TIME OF APPOINTMENT?**
INITIATIVE & INDEPENDENCE Ability to use own initiative (within the scope of set school procedures)	To respond reasonably and sensibly to any unanticipated situations	With support	3
PHYSICAL DEMANDS Reasonable level of physical fitness/mobility	To interact with, play with and respond to demands of the children	Desirable	3
MENTAL DEMANDS Ability to concentrate for short periods of time	To supervise children and oversee activities	Now	4
EMOTIONAL DEMANDS Occasional			
RESPONSIBILITY FOR PEOPLE Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information	Awareness of the sensitivity of these issues now. Training in school procedures given	4

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SKILLS/ ABILITY/ EXPERIENCE	**TO DO WHAT?**	**HOW WELL? NOW OR WITH TRAINING?**	**HOW IMPORTANT AT THE TIME OF APPOINTMENT?**
Ability/willingness to care for children's welfare and personal hygiene	To provide a good level of appropriate care and cleanliness for the children	Now	5
RESPONSIBILITY FOR SUPERVISION N/A			
FINANCIAL RESPONSIBILITY N/A			
RESPONSIBILITY FOR PHYSICAL RESOURCES N/A			