

Kirklees Council

**EMPLOYEE SPECIFICATION**

**SERVICE AREA:** Children & Young People Service

**SECTION:** Special Schools Model

**JOB TITLE:** Activity Support Officer (5)  
(Lunchtime Supervision)

**GRADE:** 5

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Experience of working with children/young people.	Application Form / Selection Process	A
		1.2	Experience of working with children/young people with Special Educational Needs, complex health and behavioural difficulties in a school environment.	Application Form / Selection Process	B
		1.3	Experience of encouraging the development of relationships between children/young people.	Selection Process	B
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Basic literacy and numeracy skills to level necessary to write simple reports and perform simple calculations.	Application Form / Selection Process	A
		2.2	First Aid Qualification.	Application Form / Selection Process / Certificate	C
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Basic Health and Safety Awareness.	Selection Process	A
		3.2	Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	B
4.	<b>SKILLS AND ABILITIES</b>	4.1	Ability to support meaningful activities and dining over the lunchtime period for children/young people.	Selection Process	B
		4.2	The ability to relate to children/young people from diverse ethnic/social backgrounds.	Application Form / Selection Process	A

		4.3	Verbal communication skills in order to liaise with children/young people and other staff members.	Selection Process	A
		4.4	The ability to react in a positive manner to difficult situations which may arise amongst children/young people.	Application Form / Selection Process	A
		4.5	Ability to work with children/young people exhibiting behavioural difficulties.	Selection Process	B
		4.6	Written communication skills in order to maintain basic record systems.	Selection Process	A
		4.7	Ability to encourage the children/young people in constructive and co-operative play.	Selection Process	B
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Commitment to ongoing personal training and development	Selection Process	A
		5.2	Physical ability to undertake the duties of the job.	Selection Process	A
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	Application Form / Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

<b>ES Reference No</b>	SS/AS/LTSA-ES
<b>ES Prepared/Amended</b>	JAN 2020
<b>Refers to Estab(s)</b>	WOODLEY