

EMPLOYEE SPECIFICATION

DIRECTORATE: All Schools Model

JOB TITLE: Activity Support Assistant (3)
(Lunchtime Supervision)

GRADE: 3

	ATTRIBUTES	RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1 Experience of working with children/ young people. <i>in a school environment</i> 1.2 Experience of encouraging the development of relationships between children/young people.	Application Form / Selection Process Selection Process	B
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1 First Aid Qualification.	Application Form / Selection Process/ Certificate	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1 Basic Health and Safety Awareness. 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 Selection Process	

Supervision

ATTRIBUTES	RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4. SKILLS AND ABILITIES	4.1 ✓ The ability to relate to children/young people from diverse ethnic/social backgrounds. 4.2 ✓ Verbal communication skills in order to liaise with children/young people and other staff members. 4.3 ✓ The ability to react in a positive manner to difficult situations which may arise amongst children/young people. 4.4 Ability to keep problems in perspective and be patient. 4.5 Able to read and understand simple verbal and written instructions. 4.6 Ability to work with children/young people exhibiting behaviour difficulties.	Application Form / Selection Process Application Form / Selection Process Selection Process Selection Process Application Form / Selection Process Selection Process	A A A
5. ANY ADDITIONAL FACTORS	5.1 Physical ability to undertake the duties of the job. 5.2 Commitment to ongoing personal training and development. 5.3 Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Selection Process Selection Process 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, interviews etc.

ES Reference No	AS03/LTSA
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	