JOB PROFILE

Job Title: Supervisory Assistant

Outline of Duties:

Responsible, under the direction of the head of establishment or such other officer as may be designated by the authority, individually or as a member of a team, for securing the safety, welfare and good conduct of pupils during the break period in accordance with the practices and procedures of the local authority. Duties will include supervision of the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (for example cleaning up spillages, ensuring tables are clean, etc) to ensure the maintenance of good order and discipline.

Application of Outline:

All outlines are to be applied in accordance with the general conditions.

The duties of this job may be carried out during breaks other than the one in the middle of the day.

PERSON SPECIFICATION

POST TITLE: PART TIME SUPERVISORY ASSISTANT

POST NO: VARIABLE

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.

2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.

3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

	ESSENTIAL	**DESIRABLE**
Personal Features and Qualities:	Good interpersonal and communication skills. Ability to relate well to young people. Sensitivity to needs of others. Ability to work with others.	
Relevant Experience:	Experience of working as	Experience of working

	part of a small team.	with children (e.g. in a Playgroup).
Education:	Standard Grade or equivalent level of qualification	
Skills, Abilities and Knowledge:	Ability to supervise children. Ability to maintain good order and discipline in a friendly manner. Ability to participate in games and activities.	Knowledge of some basic first aid.

Allowances:
Evaluated Grade: AB
Date of Evaluation:
Date of Last Amendment: 14/07/09
Updated for Single Status: 14/07/09