



## Person Specification - Special School SMSA

**Job title:** SMSA **Ealing GLPC Grade:** Scale 3

**School:** John Chilton School

**Line manager:** Headteacher / SBM/ Senior SMSA

**Supervisory responsibility:** None, apart from assisting in work familiarisation of new members of staff.

**Hours:** 12.5 hours per week with the possibility of additional hours as required.

*This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.*

### Knowledge, Skills and Abilities

- a) Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.
- b) To be able to form good relationships with the children.
- c) Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.
- d) To be able to take charge of groups of children, setting and maintaining acceptable behavioural standards.
- e) To be able to deal with inappropriate behaviour in a calm and non-judgemental way, following school guidance.
- f) To be able to put into practice school based training in a variety of areas including sign language, manual handling and toileting.
- g) To be able to assist and enable children with complex feeding needs during meal times and to assist/help pupils that have personal care needs.
- h) To be able to engage the children in play being aware of pupil age and disability.
- i) To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.
- j) Ability to stay calm and be patient and understanding when dealing with the children.
- k) To be able to deal fairly and consistently when dealing with the children.
- l) Good communication skills.
- m) Ability to adhere to and implement the Council's Equal Opportunities Policy.
- n) Have a CRB check and clearance.
- o) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

**Prepared by:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Agreed by:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_