

**ROCHDALE BOROUGH COUNCIL**  
**PERSON SPECIFICATION**

Teaching Assistant (Level 3)

Grade 5 (SCP) 12-17

**Note to Applicants**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• To possess GCSE English and Mathematics at Grade A*- C, or GCSE Level 9-4, <b>or</b> a Level 2 qualification in Literacy and Numeracy <b>or</b> CSE Grade 1 in English and Mathematics</li> <li>• To possess a relevant NQF/QCF/RQF Level 3 qualification <b>OR</b> a Level 3 Teaching Assistant Apprenticeship qualification</li> <li>• To possess or be willing to work towards a full or emergency Paediatric First Aid certificate within 3 months of starting work.</li> <li>• Trained in relevant learning strategies and/or a particular learning or curriculum area</li> </ul>	Application Form/Checking of Certificates	<ul style="list-style-type: none"> <li>• First Aid Certificate.</li> </ul>	
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Experience of working with children at a relevant age and/or learning need within an education setting.</li> <li>• Experience of planning, delivering and evaluating teaching and learning activities effectively.</li> </ul>	Application Form/Interview	<ul style="list-style-type: none"> <li>• Language skills in a relevant language.</li> </ul>	Application Form/Interview

<p><b>SKILLS AND KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Experience of differentiating activities and selecting and developing resources to meet individual’s learning needs or group learning programmes.</li> <li>• Experience of working effectively within a team environment and building effective working relationships with pupils and colleagues.</li> <li>• Experience of working within a school’s ethos and supporting the aims of the school.</li> <li>• Experience of providing clerical/administrative support.</li> <li>• Experience of effectively using ICT technology to advance learning, eg: computer, photocopier, interactive whiteboard.</li> <li>• Understanding and working knowledge of principles of child development, learning styles and independent learning.</li> <li>• Understanding and working knowledge of national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc.</li> <li>• Full working knowledge of relevant policies/codes of practice/legislation.</li> <li>• Working knowledge of how statutory and non statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.</li> <li>• Knowledge of the school and its setting/community.</li> <li>• Interpersonal skills and the ability to communicate effectively and sensitively with children, young people and colleagues.</li> <li>• Ability and commitment to work collaboratively and co-operatively with colleagues.</li> </ul>	<p>Application Form/Interview</p>		
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<p><b>SKILLS AND KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• The ability to organise and manage learning activities in ways which keep children safe.</li> <li>• The ability to promote a positive ethos, actively encourage and motivate children to advance their learning.</li> <li>• Creative skills and resourcefulness to develop and adapt learning activities to meet different objectives.</li> <li>• Able to demonstrate a commitment to improving own knowledge and practice.</li> </ul>	<p>Application Form/Interview</p>		
<p><b>SPECIAL WORKING CONDITIONS</b></p>	<ul style="list-style-type: none"> <li>• Motivated and keen to develop own knowledge and practice by participating in professional reviews and continuing personal development activities.</li> <li>• Committed to working within the schools policies and procedures and adhering to safe working practices.</li> <li>• Flexible in approach and able to meet the changing demands of the role.</li> <li>• Ability to attend meetings out of school hours.</li> <li>• Ability to provide personal care to pupils – for example assisting with dressing, toileting.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>	<p>Application Form /Interview</p>		