

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

Teaching Assistant (Level 1)

Grade 2 (SCP) 3-4

**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, or be willing to work towards, GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy.</li> <li>• To possess or be willing to work towards Level 2 QCF in Teaching and Learning.</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> </ul> | Application Form/Checking of Certificates | <ul style="list-style-type: none"> <li>• Willingness to undertake appointed person certificate in first aid administration.</li> <li>• Level 2 Certificate Supporting The Wider Curriculum</li> </ul>                                                                     | Application Form           |
| <b>SKILLS AND KNOWLEDGE</b>          | <ul style="list-style-type: none"> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities.</li> <li>• Ability to build effective working relationships with all pupils and colleagues.</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> <li>• Good personal numeracy and literacy skills.</li> </ul>                                                        |                                           | <ul style="list-style-type: none"> <li>• Willingness to develop basic ICT skills.</li> <li>• Understanding of basic technology - computer, video, photocopier.</li> <li>• Experience of working with &amp;/or caring for children within an education setting.</li> </ul> | Application Form/Interview |

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| <b>SKILLS AND KNOWLEDGE</b>       | <ul style="list-style-type: none"> <li>• Awareness and basic understanding of school curriculum <b>(within specified age range or subject area)</b>.</li> <li>• Basic awareness of inclusion, especially within a school setting.</li> <li>• Experience of working with &amp;/or caring for children. <b>(within specified age range)</b>.</li> </ul> <p><b>To work towards demonstrating</b></p> <ul style="list-style-type: none"> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements.</li> <li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour you expect from the pupils with whom you work.</li> <li>• Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.</li> <li>• Ability to improve your own practice through observations, evaluation and discussion with colleagues.</li> </ul> | Application Form/Interview   |  |  |
| <b>SPECIAL WORKING CONDITIONS</b> | <ul style="list-style-type: none"> <li>• Ability to attend occasional meetings out of school hours.</li> <li>• <u>When required</u></li> <li>• Assisting pupils in line with moving and handling guidelines when toileting, feeding and transferring.</li> <li>• Providing hygiene care to pupils</li> <li>• Lifting and carrying equipment as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Application Form / Interview |  |  |

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| <b>SPECIAL WORKING<br/>CONDITIONS<br/>(continued)</b> | <ul style="list-style-type: none"> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul> |  |  |  |
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