

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

Higher Level Teaching Assistant

Grade 6 (SCP) 19-24

**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>• HLTA status</li> <li>• To possess GCSE English and Mathematics at Grade A*- C, or GCSE Level 9-4, or 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</li> <li>• Trained in relevant learning strategies and/or specialist training in a curriculum or learning area</li> </ul>   | Application Form/Checking of Certificates | <ul style="list-style-type: none"> <li>• Foundation Degree.</li> <li>• First Aid Certificate.</li> <li>• Training in special educational needs strategies.</li> </ul> |                            |
| <b>SKILLS AND KNOWLEDGE</b>          | <ul style="list-style-type: none"> <li>• Experience in delivering lessons in your area of expertise to individuals, groups and whole classes under supervision</li> <li>• Experience of planning, delivering and evaluating teaching and learning activities effectively.</li> <li>• Experience of differentiating activities, and preparing and developing resources to meet learning needs and contributing to Individual Education Plans.</li> <li>• Experience of working effectively within a team environment and building effective working relationships with pupils and colleagues.</li> </ul> | Application Form/Interview                |   | Application Form/Interview |

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| <p><b>SKILLS AND KNOWLEDGE</b></p> | <ul style="list-style-type: none"> <li>• Experience of working within a schools 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, e.g. computer, photocopier, interactive whiteboard.</li> <li>• Experience leading, managing and motivating a team.</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>• Understanding of equal opportunities and inclusion and how these apply within a school setting.</li> <li>• Interpersonal skills and the ability to build and maintain relationships with pupils, based on mutual respect.</li> <li>• Ability to communicate effectively and sensitively with children, their parents/carers and colleagues.</li> <li>• Ability and commitment to work collaboratively and co-operatively with colleagues.</li> <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> </ul> | <p>Application Form/Interview</p> |  |  |
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|                                   | <ul style="list-style-type: none"> <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> <li>• Effective organisational skills to manage conflicting deadlines and work under pressure.</li> <li>• Ability to manage the performance of a team and identify development needs.</li> <li>• Motivated and keen to develop own knowledge and practice by seeking opportunities for continuing personal development.</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> </ul> |           |  |  |
| <b>SPECIAL WORKING CONDITIONS</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>  | Interview |  |  |