

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

Teaching Assistant (Level 2)

Grade 3 (SCP) 5-6

**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                            |
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| <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.</li> <li>• <b>or</b> CSE Grade 1 in English and Mathematics</li> <li>• Level 2 qualification QCF/NQF/RQF (or NVQ prior to 2010) 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> <li>• Trained in relevant learning strategies and/or a particular learning or curriculum area</li> <li>• <b>Optional</b><br/>Key Stage 3 and 4 qualification in curriculum area (as required) e.g. GCSE subject A* - C or CSE Grade I.</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> </ul> | Application Form/Checking of Certificates |

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| <b>SKILLS AND KNOWLEDGE</b> | <p>Teaching and Learning and lunchtime</p> <ul style="list-style-type: none"> <li>• Understanding of and willingness to use basic technology, e.g: computer, photocopier, whiteboard.</li> <li>• Ability to work effectively within a team environment.</li> <li>• Have an understanding of classroom roles and responsibilities.</li> <li>• Ability to build effective working relationships with all pupils and colleagues.</li> <li>• Ability to work within the school's ethos and provide a positive role model.</li> <li>• Experience of working with &amp;/or caring for children.</li> <li>• Have ability to provide clerical/admin support to the Teacher/Department.</li> <li>• Have the skills and knowledge to implement literacy/numeracy programmes.</li> <li>• Knowledge and understanding of how ICT can support learning.</li> <li>• Awareness and understanding of school curriculum.</li> <li>• Awareness of, and commitment to, inclusion in a school setting.</li> <li>• Understanding of children in the appropriate age range.</li> <li>• To work towards demonstrating: - High expectations of children and young people with a commitment to helping them fulfil their potential.</li> <li>• The ability to establish fair, respectful, trusting, supportive and constructive relationships with children and young people.</li> <li>• The positive values, attitudes and behaviour expected from children and young people.</li> </ul> | <p>Application Form/Interview</p> | <ul style="list-style-type: none"> <li>• Experience or working with and/or caring for children within an education setting.</li> </ul> | <p>Application Form/Interview</p> |
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| <b>SKILLS AND KNOWLEDGE</b>       | <ul style="list-style-type: none"> <li>• The ability to communicate effectively and sensitively with children, young people and colleagues.</li> <li>• The ability to recognise and respect the contribution that parents and carers can make to the development and wellbeing of children and young people.</li> <li>• A commitment to collaborative and co-operative working with colleagues.</li> <li>• The ability to organise and manage learning activities in ways which keep children safe.</li> <li>• Evidence of commitment to professional development.</li> <li>• The ability to actively encourage and motivate children to advance their learning.</li> <li>• Knowledge of the school and its setting/community.</li> </ul> | Application Form/Interview   |  |  |
| <b>SPECIAL WORKING CONDITIONS</b> | <ul style="list-style-type: none"> <li>• Improve own knowledge and practice by participating in professional reviews.</li> <li>• Demonstrate a positive attitude to continuing personal development.</li> <li>• The ability to recognise and respond appropriately to situations that challenge equality of opportunity.</li> <li>• Be committed to working within the school's policies and procedures and adhering to safe working practices.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>                                                                                                                                                     | Application Form / Interview |  |  |