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
QUALIFICATIONS AND EXPERIENCE	• To possess GCSE English and Mathematics at Grade A*- C, or GCSE Level 9-4, **or** a Level 2 qualification in Literacy and Numeracy. **or** CSE Grade 1 in English and Mathematics • Level 2 qualification QCF/NQF/RQF (or NVQ prior to 2010) in Teaching and Learning • To possess or be willing to work towards a full or emergency Paediatric First Aid certificate within 3 months of starting work. • Trained in relevant learning strategies and/or a particular learning or curriculum area • **Optional** Key Stage 3 and 4 qualification in curriculum area (as required) e.g. GCSE subject A* - C or CSE Grade I.	Application Form/Checking of Certificates	• Willingness to undertake appointed person certificate in first aid administration.	Application Form/Checking of Certificates

SKILLS AND KNOWLEDGE	Teaching and Learning and lunchtime • Understanding of and willingness to use basic technology, e.g: computer, photocopier, whiteboard. • Ability to work effectively within a team environment. • Have an understanding of classroom roles and responsibilities. • Ability to build effective working relationships with all pupils and colleagues. • Ability to work within the school's ethos and provide a positive role mode. • Experience of working with &/or caring for children. • Have ability to provide clerical/admin support to the Teacher/Department. • Have the skills and knowledge to implement literacy/numeracy programmes. • Knowledge and understanding of how ICT can support learning. • Awareness and understanding of school curriculum. • Awareness of, and commitment to, inclusion in a school setting. • Understanding of children in the appropriate age range. • To work towards demonstrating: - High expectations of children and young people with a commitment to helping them fulfil their potential. • The ability to establish fair, respectful, trusting, supportive and constructive relationships with children and young people. • The positive values, attitudes and behaviour expected from children and young people.	Application Form/Interview	• Experience or working with and/or caring for children within an education setting.	Application Form/Interview

SKILLS AND KNOWLEDGE	• The ability to communicate effectively and sensitively with children, young people and colleagues. • The ability to recognise and respect the contribution that parents and carers can make to the development and wellbeing of children and young people. • A commitment to collaborative and co-operative working with colleagues. • The ability to organise and manage learning activities in ways which keep children safe. • Evidence of commitment to professional development. • The ability to actively encourage and motivate children to advance their learning. • Knowledge of the school and its setting/community.	Application Form/Interview		
SPECIAL WORKING CONDITIONS	• Improve own knowledge and practice by participating in professional reviews. • Demonstrate a positive attitude to continuing personal development. • The ability to recognise and respond appropriately to situations that challenge equality of opportunity. • Be committed to working within the school's policies and procedures and adhering to safe working practices. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	Application Form / Interview		