

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Teaching Assistant (Level 2+)

Grade 4 (SCP) 7-11

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. • Key Stage 3 and 4 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 schools ethos and provide a positive role model. • 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 &/or caring for children within an education setting	Application Form/Interview
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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 schools 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		