

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Teaching Assistant (Level 3)

Grade 5 (SCP) 12-17

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 • To possess a relevant NQF/QCF/RQF Level 3 qualification OR a Level 3 Teaching Assistant Apprenticeship qualification • 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	Application Form/Checking of Certificates	• First Aid Certificate.	
SKILLS AND KNOWLEDGE	• Experience of working with children at a relevant age and/or learning need within an education setting. • Experience of planning, delivering and evaluating teaching and learning activities effectively.	Application Form/Interview	• Language skills in a relevant language.	Application Form/Interview

SKILLS AND KNOWLEDGE	• Experience of differentiating activities and selecting and developing resources to meet individual's learning needs or group learning programmes. • Experience of working effectively within a team environment and building effective working relationships with pupils and colleagues. • Experience of working within a school's ethos and supporting the aims of the school. • Experience of providing clerical/administrative support. • Experience of effectively using ICT technology to advance learning, eg: computer, photocopier, interactive whiteboard. • Understanding and working knowledge of principles of child development, learning styles and independent learning. • 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. • Full working knowledge of relevant policies/codes of practice/legislation. • 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. • Knowledge of the school and its setting/community. • Interpersonal skills and the ability to communicate effectively and sensitively with children, young people and colleagues. • Ability and commitment to work collaboratively and co-operatively with colleagues.	Application Form/Interview		
-----------------------------	---	----------------------------	--	--

SKILLS AND KNOWLEDGE	• The ability to organise and manage learning activities in ways which keep children safe. • The ability to promote a positive ethos, actively encourage and motivate children to advance their learning. • Creative skills and resourcefulness to develop and adapt learning activities to meet different objectives. • Able to demonstrate a commitment to improving own knowledge and practice.	Application Form/Interview		
SPECIAL WORKING CONDITIONS	• Motivated and keen to develop own knowledge and practice by participating in professional reviews and continuing personal development activities. • Committed to working within the schools policies and procedures and adhering to safe working practices. • Flexible in approach and able to meet the changing demands of the role. • Ability to attend meetings out of school hours. • Ability to provide personal care to pupils – for example assisting with dressing, toileting. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	Application Form /Interview		