ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Higher Level Teaching Assistant (+) **Grade 7 (SCP) 25-29**

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	• HLTA status • To possess GCSE English and Mathematics at Grade A*- C or Level 9-4, **or** an alternative 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 • Qualifications applicable for staff working within Early Years Foundation Stage and only supporting children between 0 and 3 years are listed at Early years qualifications list: UK only - GOV.UK • Trained in relevant learning strategies and/or specialist training in a curriculum or learning area	Application Form/Checking of Certificates	• Foundation Degree. • First Aid Certificate. • Training in special educational needs strategies. • Manual Handling. • Team Teach.	
SKILLS AND KNOWLEDGE	• Experience in delivering lessons in your area of expertise to individuals, groups and whole classes under supervision	Application Form/Interview	• Language skills in a relevant language.	Application Form/Interview

SKILLS AND KNOWLEDGE	• Experience of planning, delivering and evaluating teaching and learning activities effectively. • Experience of differentiating activities, and preparing and developing resources to meet learning needs and contributing to Individual Education Plans. • Experience of working effectively within a team environment and building effective working relationships with pupils and colleagues. • Experience of working within a schools ethos and supporting the aims of the school. • Experience of providing clerical/administrative support. • Experience of effectively using ICT technology to advance learning, e.g: computer, photocopier, interactive whiteboard. • Experience leading, managing and motivating a team. • 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 • Understanding of equal opportunities and inclusion and how these apply within a school setting. • Interpersonal skills and the ability to build and maintain relationships with pupils, based on mutual respect. • Ability to communicate effectively and sensitively with children, their parents/carers and colleagues. • Ability and commitment to work collaboratively and	Application Form/Interview		

SKILLS AND KNOWLEDGE	co-operatively with colleagues. • 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. • Effective organisational skills to manage conflicting deadlines and work under pressure. • Ability to manage the performance of a team and identify development needs. • Motivated and keen to develop own knowledge and practice by seeking opportunities for continuing personal development. • 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	Application Form/Interview		
SPECIAL WORKING CONDITIONS	• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	Interview		