



Stockport Council Person Specification

Job Title: Teaching Assistant level C2

Experience

- Experience of working with relevant age groups within a learning environment.
- Experience of general clerical/ administrative work.
- Knowledge of relevant policies and codes of practice and awareness of relevant legislation
- Experience in a relevant discipline
- Experience of assisting in planning and preparing lessons
- Experience of working with Special Educational Needs children including ASD and complex needs

Technical Skills

- Ability to work well as part of a team.
- An understanding of classroom roles and responsibilities.
- Ability to relate well to children and adults.
- Ability to provide necessary personal care to children.
- An ability to understand the principles of child development and learning processes and in particular barriers to learning.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- Ability to observe, monitor and provide constructive feedback on pupil's progress.
- Ability to use clearly structured teaching and learning activities to interest and motivate pupils and advance pupil learning

Qualifications

- Numeracy and Literacy Skills
- Training in relevant strategies in appropriate curriculum or learning area.
- Ability and Willingness to identify own training needs and participate in training and evaluate own learning

Competencies

- Communicating Effectively
- Being Customer Focussed
- Effective Team Working
- Personal Organisation and Effectiveness
- Personal Development
- Making the Most of I.C.T.
- Working safely

The main purpose of the above competencies is to define the standards of behaviour required by the organisation. All employees are expected to perform satisfactorily to the generic employee competencies which are reviewed as part of Council's Employee Performance and Development Review scheme for all employees.

Competency	Definition
Communicating Effectively	- Communicate effectively face to face, by telephone or written word with a diverse range of people - Make effective use of new technology in communications contribution
Being customer focussed	- Provides excellent customer service - Develops and maintains positive working relationships with customers - Contributes to the continual improvement of services
Effective Team Working	- Develops and maintains positive working relationships with other team members - Develops positive working relationships with other teams both within and outside the organisation (e.g "colleagues" in the voluntary sector or health service) - Contributes to the achievement of team goals
Personal Organisation and Effectiveness	Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others
Personal Development	Take responsibility for the development and learning of self and others
Making the most of Information and Communications Technology	Can operate all technology necessary for the job role
Working Safely	- Follows the Council and Service specific Health and Safety Policies - Follows local health and safety procedures / practices

Additional Factors

- Understands and actively supports Stockport Councils diversity and equality policy.
- To meet Stockport Council's standard of attendance.
- A willingness to be flexible in a changing environment