ROCHDALE BOROUGH COUNCIL

**PERSON SPECIFICATION**

**Teaching Assistant (Level 4+) 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**.

1. **The *Essential* Criteria are for the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.**
2. **The *Desirable* Criteria are used to help decide between candidates who meet ALL the Essential Criteria.**
3. **The *How Identified* column shows how the Council will obtain the necessary information about you.**
4. **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.**

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| **ATTRIBUTES** | **ESSENTIAL** | **HOW IDENTIFIED** | **DESIRABLE**  | **HOW IDENTIFIED** |
| **QUALIFICATIONS** **AND EXPERIENCE** | 1. To possess GCSE English and Mathematics at Grade A\*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy **or** CSE Grade 1 in English and Mathematics
2. To possess a relevant NQF/QCF Level 3 qualification
3. Trained in relevant learning strategies and/or a particular learning or curriculum area

Click here to enter text. | Application Form/Checking of Certificates | * Foundation Degree.
* ECDL qualification.
* First Aid Certificate.
* Training in special educational needs strategies.
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| **SKILLS AND KNOWLEDGE****SKILLS AND KNOWLEDGE****SKILLS AND KNOWLEDGE** | * Experience in delivering lessons in your area of expertise to individuals, groups and whole classes under supervision.
* 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 directing the work of other adults in support of learning.
* 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 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.
* 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.
* The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
 | Application Form/InterviewApplication Form/InterviewApplication Form/Interview | * Language skills in a relevant language.
 | Application Form/Interview |