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. |  |
| **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/Interview  Application Form/Interview  Application Form/Interview | * Language skills in a relevant language. | Application Form/Interview |