

**ROCHDALE BOROUGH COUNCIL**  
**PERSON SPECIFICATION**

Teaching Assistant (Level 1)

Grade 2 (SCP) 3-4

**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
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• To possess, or be willing to work towards, GCSE English and Mathematics at Grade A* - C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy.</li> <li>• To possess or be willing to work towards Level 2 QCF in Teaching and Learning.</li> <li>• To possess or be willing to work towards a full or emergency Paediatric First Aid certificate within 3 months of starting work.</li> </ul>	Application Form/Checking of Certificates	<ul style="list-style-type: none"> <li>• Willingness to undertake appointed person certificate in first aid administration.</li> <li>• Level 2 Certificate Supporting The Wider Curriculum</li> </ul>	Application Form
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities.</li> <li>• Ability to build effective working relationships with all pupils and colleagues.</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> <li>• Good personal numeracy and literacy skills.</li> </ul>		<ul style="list-style-type: none"> <li>• Willingness to develop basic ICT skills.</li> <li>• Understanding of basic technology - computer, video, photocopier.</li> <li>• Experience of working with &amp;/or caring for children within an education setting.</li> </ul>	Application Form/Interview

<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Awareness and basic understanding of school curriculum (<b><i>within specified age range</i></b>)</li> <li>• Basic awareness of inclusion, especially within a school setting.</li> <li>• Experience of working with &amp;/or caring for children. (<b><i>within specified age range</i></b>).</li> </ul> <p><b><i>To work towards demonstrating</i></b></p> <ul style="list-style-type: none"> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements.</li> <li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour you expect from the pupils with whom you work.</li> <li>• Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.</li> <li>• Ability to improve your own practice through observations, evaluation and discussion with colleagues.</li> </ul>	Application Form/Interview		
<b>SPECIAL WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Ability to attend occasional meetings out of school hours.</li> <li>• <u><i>When required</i></u></li> <li>• Assisting pupils in line with moving and handling guidelines when toileting, feeding and transferring.</li> <li>• Providing hygiene care to pupils</li> <li>• Lifting and carrying equipment as required.</li> </ul>	Application Form / Interview		

<b>SPECIAL WORKING CONDITIONS (continued)</b>	<ul style="list-style-type: none"> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>			
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