



Careers as
individual
as you



Stockport Council Person Specification

Job Title: Teaching Assistant level C2

Attributes	Competency	SCORE				Essential or Desirable	Selection method A=Application I=Interview T=Test
		0	1	2	3		
EXPERIENCE	Experience of working with relevant age groups within a learning environment.					E	A, I
	Experience of general clerical/ administrative work.					E	A, I
	Knowledge of relevant policies and codes of practice and awareness of relevant legislation					E	A, I
	Experience in a relevant discipline					E	A, I
	Experience of assisting in planning and preparing lessons					E	A, I
	Experience of, or willingness to, support educational visits including residential.					D	A, I
TECHNICAL SKILLS	Ability to work well as part of a team.					E	A, I
	An understanding of classroom roles and responsibilities.					E	A, I
	Ability to relate well to children and adults.					E	A, I
	Ability to provide necessary personal care to children.					E	A, I
	An ability to understand the principles of child development and learning processes and in particular					E	A, I

	barriers to learning.						
	To be responsible for promoting and safeguarding the welfare of children and young people within the school					E	A, I
	Ability to observe, monitor and provide constructive feedback on pupils progress.					E	A, I
	Ability to use clearly structured teaching and learning activities to interest and motivate pupils and advance pupil learning					E	A, I
QUALIFICATION	Numeracy and Literacy Skills					E	A, I
	Training in relevant strategies in appropriate curriculum or learning area.					E	A, I
	Ability and Willingness to identify own training needs and participate in training and evaluate own learning					E	A, I
	A First Aid Certificate					D	A, I
Generic Competencies (Please see further guidelines below)	Communicating Effectively					E	A, I
	Being Customer Focussed					E	A, I
	Effective Team Working					E	A, I
	Personal Organisation and Effectiveness					E	A, I
	Personal Development					E	A, I
	Making the Most of I.C.T.					E	A, I
	Working safely					E	A, I
ADDITIONAL FACTORS	Understands and actively supports Stockport Council's diversity and equality policy.					E	A, I
	To meet Stockport Council's standard of attendance.					E	A, I
	A willingness to be flexible in a changing environment					E	A, I

Competencies

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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Provides excellent customer service• Develops and maintains positive working relationships with customers• Contributes to the continual improvement of services
Effective Team Working	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others
Personal Development	<ul style="list-style-type: none">• Take responsibility for the development and learning of self and others
Making the most of Information and Communications Technology	<ul style="list-style-type: none">• Can operate all technology necessary for the job role
Working Safely	<ul style="list-style-type: none">• Follows the Council and Service specific Health and Safety Policies• Follows local health and safety procedures / practices

An assessment is carried out by the employee and their manager. The results are discussed as part of the Personal Development Review meeting.

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.