

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Higher Level Teaching Assistant

Grade 6 (SCP) 19-24

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
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • HLTA status • To possess GCSE English and Mathematics at Grade A*- C, or GCSE Level 9-4, or a Level 2 qualification in Literacy and Numeracy. or CSE Grade 1 in English and Mathematics • To possess a relevant NQF/QCF Level 3 qualification • Trained in relevant learning strategies and/or specialist training in a curriculum or learning area • Relevant and Valid Qualifications can be found here (School Use Only) 	Application Form/Checking of Certificates	<ul style="list-style-type: none"> • Foundation Degree. • First Aid Certificate. • Training in special educational needs strategies. 	
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • 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. 	Application Form/Interview	<ul style="list-style-type: none"> • Language skills in a relevant language. <Please delete if not required> 	Application Form/Interview

SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • 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 leading, managing and motivating a team. • 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. 	Application Form/Interview		
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	<ul style="list-style-type: none"> • 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. • Ability to manage the performance of a team and identify development needs. • 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. 			
SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • The ability to converse at ease with customers and service users and provide advice in accurate spoken English. 	Interview		