



PERSON SPECIFICATION
Achievement Assistant

	Essential Requirements	Desirable
Qualifications	<p>The Achievement Assistant should have:</p> <ul style="list-style-type: none"> GCSE English & Maths (Grade A-C) or equivalent Minimum 3 years school based experience and evidence of relevant study 	<p>In addition, the Achievement Assistant might have experience of:</p> <ul style="list-style-type: none"> A relevant qualification in Childcare and/or Education
Experience	<p>The Achievement Assistant should have:</p> <ul style="list-style-type: none"> Experience of working with children in a nursery or school setting 	<p>In addition, the Achievement Assistant might have experience:</p> <ul style="list-style-type: none"> Leading intervention(s) for small groups of students outside the classroom around literacy (preferably phonics) and numeracy
Knowledge & understanding	<p>The Achievement Assistant should have some knowledge & understanding of:</p> <ul style="list-style-type: none"> The needs of young children Child development and the ways in which children learn The ways that special educational needs and disabilities can impact students' learning The roles played by various adults in a child's education Behaviour management strategies Equal opportunities Safeguarding 	<p>In addition, the Achievement Assistant might have experience:</p> <ul style="list-style-type: none"> Phonics
Skills	<p>The Achievement Assistant will:</p> <ul style="list-style-type: none"> Be confident in the use of IT (Including Microsoft Office) Help professional staff to achieve their objectives Assist children in an individual basis, in a small group and whole class work Explain tasks simply and clearly and foster independence Accept and respond to authority and supervision Liaise and communicate effectively with others Demonstrate good organisational skills Reflect on and develop professional practice Monitor, record and make assessments about individual progress Have the ability to communicate clearly with adults and children Follow school policies and practice 	<p>In addition, the Achievement Assistant might also be able to:</p> <ul style="list-style-type: none"> Identify gaps in their own experience that they need help in filling