

JOB DESCRIPTION

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| Job Title: | Achievement Assistant |
| Work base: | Arrow Valley First School |
| Responsible to: | Assistant Principal (Inclusion / SENCo) |
| Grade: | SCP 2 |
| Hours: | 27.5 per week. Term time only plus 5 training days |

Job Purpose

- To support identified pupils (usually those with SEND or facing other barriers to learning) in reaching appropriate learning and developmental targets.
- To support teachers and other staff with their responsibility for the development and education of children, including those with special physical, emotional and educational needs and those with specific learning needs by utilising detailed knowledge and specialist skills.
- To work under the guidance of teaching/senior staff, to implement agreed work programmes with individuals and groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in specific areas and may involve assisting the teacher in the management/preparation of resources for specific pupils.
- To undertake occasional 'Learning Supervision', i.e. supervise whole classes occasionally during the short-term absence of teachers. The primary focus whilst undertaking such supervision duties will be to maintain good behaviour, keep pupils on task, respond to questions and generally assist pupils in undertaking set activities.
- To support pupils at pre and after-school learning groups.

Duties and Responsibilities

Specific Duties

Under the direction of the Assistant Principal (Inclusion / SENCo), the Achievement Assistant will:

- Use specialist (curricular/learning/behavioural management) skills/training/experience to support pupils in accessing learning, including facilitating group learning sessions.
- Assist with the development and implementation of pupil passports and individual provision plans where appropriate.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Plan for and deliver learning opportunities, review work and assess progress of specific learning for groups of pupils and/or individuals to meet their current needs.
- Monitor, record and make assessments about individual progress

Other Duties

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall aims/work/ethos of the school.
- Be aware of and comply with policies and procedures relating to child protection (Safeguarding), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate senior leader or DSL.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Supervise pupils on visits, trips and out of school activities as required.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post.
- Any other duties commensurate with the grade in order to ensure the smooth running of the school.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health & Safety Policy.
- To attend school training days as required.

Notes:

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

October 2021