



## ACHIEVEMENT ASSISTANT (EYFS)

**Schools:** Abbeywood First School

**Contract:** Fixed term contract to 31st August 2025, 16hrs per week, term time only

**Salary:** TA2, Scale 3 SCP 5 (£8,984.22) to SCP 6 (£9,126.64) actual

**Start date:** As soon as possible

**Closing date:** 12:00pm on Wednesday 18th December 2024

# ADVERT

We are looking for a highly motivated individual to join our team of Achievement Assistants, initially working within the Nursery setting, with 3-4 year olds.

Abbeywood First School takes pride in delivering quality teaching and learning which enables all students to learn. As a team, we are committed to supporting pupils with a range of additional needs and disabilities so that they can become happy, prosperous and successful members of our community.

The role would be suited to those seeking a career in education and is a great opportunity to gain experience of working with young children in a nursery setting. The role will involve supporting nursery pupils with SEN and other identified needs or barriers to learning, in securing the best possible outcomes. The role will initially involve supporting pupils in the nursery unit during taught sessions, small group work, and leading specific SEN interventions.

This post offers a great opportunity for personal and professional development at an exciting time when the schools are working ever more closely to support our community. Possession of a full and relevant Level 3 qualification is essential.

For further information about the role or to arrange a visit please contact [office@abbeywood.worcs.ch.uk](mailto:office@abbeywood.worcs.ch.uk). Details on how to apply can be found on the school website [www.abbeywood.worcs.sch.uk](http://www.abbeywood.worcs.sch.uk).

Applications should be submitted by 12:00pm on Wednesday 18th December 2024. Interviews will take place on Thursday 19th December 2024.

**CV's will not be considered.**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with Children's barred list. All shortlisted candidates will be subject to an online check.**

# Job Description

**Job Title:** Achievement Assistant (EYFS)

**Reporting to:** Vice Principal

**Location:** Abbeywood First School

## Main purpose of the post

- To support all pupils 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

## Specific duties

- 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.

Continued...

# Job Description (continued)

## Other duties

- 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

# Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Full and relevant level 3 qualification</li> <li>• Nursery-based experience and evidence of relevant study</li> </ul>	<ul style="list-style-type: none"> <li>• School setting and supporting children throughout the EYFS age range</li> </ul>

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children in a nursery or school setting</li> </ul>	<ul style="list-style-type: none"> <li>• Leading intervention(s) for small groups of students outside the classroom around literacy (preferably phonics) and numeracy</li> </ul>

Criteria	Essential	Desirable
Knowledge & understanding	<ul style="list-style-type: none"> <li>• The needs of young children</li> <li>• Child development and the ways in which children learn</li> <li>• The ways that special educational needs and disabilities can impact students' learning</li> <li>• The roles played by various adults in a child's education</li> <li>• Behaviour management strategies</li> <li>• Equal opportunities</li> <li>• Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Phonics</li> <li>• EYFS curriculum</li> </ul>

Criteria	Essential	Desirable
Skills	<ul style="list-style-type: none"> <li>• Help professional staff to achieve their objectives</li> <li>• Assist children in an individual basis, in a small group and whole class work</li> <li>• Explain tasks simply and clearly and foster independence</li> <li>• Accept and respond to authority and supervision</li> <li>• Liaise and communicate effectively with others</li> <li>• Demonstrate good organisational skills</li> <li>• Reflect on and develop professional practice</li> <li>• Monitor, record and make assessments about individual progress</li> <li>• Have the ability to communicate clearly with adults and children</li> <li>• Follow school policies and practice</li> <li>• Be confident in the use of IT (Including Microsoft Office)</li> </ul>	<ul style="list-style-type: none"> <li>• Identify gaps in their own experience that they need help in filling</li> </ul>

**Need more advice?**

Please see our website  
(Central Region Schools Trust  
- Founded by the RSA)

***We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with Children's barred list.***

*Central Regions Schools Trust – Social Justice through Exceptional Schools’.*



**Central Region  
Schools Trust**

*Founded by the RSA*

Central Region Schools Trust  
B.06 Assay Studios  
141–143 Newhall Street  
Birmingham, B3 1SF

**centralregionschoolstrust.co.uk**