



Achievement Support Assistant (ASA)

Information Pack

December 2024

Welcome!

Thank you for your interest in our vacancy. Priestlands is an Academy in the New Forest with 1250 students and 165 staff.

The ASA role at Priestlands is a key post working very closely with students who require additional SEND support. The position would suit a range of candidates, particularly those seeking work around the school day and those considering a career in teaching at a later date. Full training will be provided, so finding the right person is our priority.

We are looking for someone to join the team from January, working 30 hours per week, 8.45am to 3.05pm Monday to Friday, which includes a 20 minute unpaid break.

The essential qualities required are someone who enjoys a good rapport with students as well as the desire to help them learn and succeed. Based in both the classroom and our dedicated learning support centre, you will have an innovative approach to ensure students gain access to work. Please refer to the person specification on the following pages and note that you must hold GCSE's in both English and Maths at grade C or above/or equivalent.

The successful candidate will benefit from the perks of working within a school, including up to 13 weeks off per year. There is a generous employer contribution into the pension scheme, free on-site parking and access to the student canteen where discounted meals are available. In addition, the school offers a free and confidential Employee Assistance programme, offering advice on a range of areas including well-being, housing and financial matters.

The salary will be paid at Grade B for 39 working weeks per year. This is paid for 44.6 weeks of the year to include a proportion of holiday pay. Actual salary would be £16,709 – £16,932pa (equivalent to £24,027 - £24,348 a year full-time). This is a term time contract which means that you are not entitled to take time off during the 39 weeks the school is open. The salary is paid in 12 equal payments.

Priestlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Priestlands School is an equal opportunities employer and welcomes applications from all sections of the community.

References will be taken up prior to interview and you will be required to provide appropriate evidence of identity and qualifications to support other pre-employment checks which will be undertaken on the successful candidate for this role, including:

- A confidential health declaration
- An online search of your name in line with government guidance on Keeping Children Safe in Education
- A DBS application
- Your right to work in the UK

To apply, please click on the 'apply now' link which will take you to the online application form. Please do not submit a CV as it will not be accepted.

If you have any further queries, please do not hesitate to contact us. We look forward to receiving your application.

Job Description

Purpose

To support the teacher to improve the learning experience of individual students.

Principal Duties

- To support students on the SEN Register under the direction of the Inclusion Team, Head of Department or Class Teacher. This may take the form of in-class, individual or small group support.
- To adhere to a high level of confidentiality and hold the trust of students and staff.
- To support the implementation of Individual Educational Programmes in the classroom through:
 - Knowledge of students' IEPs.
 - Developing targets with students and using key strategies specified on their IEPs.
 - Regularly updating personal records for students on the SEN Register, using individual target sheets.
 - Liaising with the Class Teachers, Inclusion and SEN Team.
 - Developing a positive relationship with all students.
- To maintain a high level of clear communication skills with students and staff.
- To maintain a high level of literacy and presentational skills.
- To alert the Inclusion Team to students with difficulties accessing the curriculum including those who may not be on the SEN Register.
- To support the Class Teacher with –
 - The lesson objectives, starter, activities, focus groups and plenary.
 - Settling and organisation of students.
 - Feedback and assessment.
 - Behaviour issues as requested.
- To support students with a variety of learning styles and strategies to access the lesson; and support students with personal organisation and ensure homework is understood and written down.
- To motivate and encourage students within all aspects of school life.
- To be aware of all available student data to inform planning and knowledge of students.
- To be aware of and support the School and Department Action Plans, targets and policies.
- To support students with revision materials and techniques as directed by the Inclusion Manager or Class Teacher.
- To develop resources to support students and store them in the SEN folder on the School Intranet if possible.
- To support with break time duties.
- To undertake a lunch duty each day.
- To support as a reader, scribe or invigilator in exams for special arrangements.
- To attend meetings, or provide a report, for parents or outside agencies at the request of the Inclusion Manager.
- To carry out any other duties commensurate with the level of the post.

This job description sets out the main duties and responsibility of the post and each individual task may not be identified. The post holder will be expected to undertake other such duties as required. It will be reviewed annually during the appraisal cycle and may be subject to modification or amendment following discussion.

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	A good standard of general education, including evidence of GCSE English & Maths at Grade C or above (or equivalent).	Graduate. Good ICT skills, including Microsoft Office
Experience	Relevant work experience.	Relevant work experience in a similar environment.
Qualities, skills, knowledge and abilities.	Strong literacy and numeracy skills.	
	Good communication skills; able to clarify and explain instructions clearly to students and provide feedback to teachers.	
	Team player with a 'can do' approach.	
	Able to work independently and with initiative.	
	Flexible; able to adapt quickly and effectively to changing circumstances or situations.	
	Able to work calmly and with patience.	
	Professionally discrete and able to respect confidentiality on particular issues.	
	Good organisational skills.	
	Good ICT skills.	Knowledge of Microsoft Office & SIMs
	Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people.	
	Able to establish and maintain good relationships and rapport with other colleagues in the school and external contacts (e.g. parents, governors, members of the community).	
	Enjoy a good rapport with young people.	
	Empathy with students and sympathetic to their needs.	
Able to motivate and encourage students appropriately.		
Firm, sensitive and effective approach towards student discipline.		
References	Supportive.	