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# ACHIEVEMENT ASSISTANT

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We are looking for a highly motivated individual to join our team of **Achievement Assistants**. The team supports pupils in both schools on our shared site however, the current advertised hours would be initially allocated within the middle school.



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## INTRODUCTION

We are looking for a highly motivated individual to join our team of Achievement Assistants.

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 people in a school community. The role will involve supporting pupils with SEN and other identified needs or barriers to learning, in securing the best possible outcomes. The role will involve supporting pupils in lessons, 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.

Potential candidates are welcome to contact Mrs Kahn, Assistant Principal for an informal discussion. If you would like to visit the schools before submitting an application or would like to arrange an informal discussion, please email [ywigg@crst.org.uk](mailto:ywigg@crst.org.uk).



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## HOW TO APPLY

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Further information on how to apply can be found on the school website [www.abbeywood.worcs.sch.uk](http://www.abbeywood.worcs.sch.uk). The closing date for completed applications is 09:00am on **Friday 12th July 2024**.

However, early applications are encouraged as we reserve the right to interview earlier for this post should suitable candidates apply.

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



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## JOB DESCRIPTION

Job title:	Achievement Assistant
Salary:	1x SCP 5-6 (£13,578.50 to £13,814.73) 1x SCP 5-6 (£10,813.97 to £10,994.82)
Contract:	1x 25hrs per week, term time only plus 4 training days 1x 20hrs per week, term time only plus 3 training days
Location:	Abbeywood First School and Church Hill Middle School

## 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 provide intimate care to pupils where required following school policies and procedures.
- To support pupils at pre and after-school learning groups.

## JOB PURPOSE

- 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.
- Contribute to the overall aims/work/ethos of the school.



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## OTHER DUTIES (CONTINUED...)

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Be aware of and comply with policies and procedures relating to 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.

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## 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.



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# PERSON SPECIFICATION

## QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none"><li>GCSE English &amp; Maths (Grade A-C) or equivalent</li><li>Minimum 3 years school based experience and evidence of relevant study</li></ul>	<ul style="list-style-type: none"><li>A relevant qualification in Childcare and/or Education</li></ul>

## EXPERIENCE

Essential	Desirable
<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>

## KNOWLEDGE & UNDERSTANDING

Essential	Desirable
<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></ul>

## SKILLS

Essential	Desirable
<ul style="list-style-type: none"><li>Be confident in the use of IT (Including Microsoft Office)</li><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></ul>	<ul style="list-style-type: none"><li>Identify gaps in their own experience that they need help in filling</li></ul>



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# Achievement Assistant - July 2024



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