

## SEWELL PARK ACADEMY

| Job Description  |   |
|--|---|
| <b>Job Title:</b><br><b>Responsible to:</b><br><b>Grade:</b><br><b>Hours of work</b> | Raising Achievement Assistant<br>Responsible to the Raising Achievement Administrator<br>Apprenticeship Salary £10 per hour<br>35 hours per week term time only<br>8.45am -3.15pm Monday – Friday (to be negotiated to accommodate after school sessions) |

### PURPOSE & VISION

Under the instruction /guidance of teaching or other senior staff and within the overall ethos of the academy, undertake care and learning programmes and activities to support individuals or groups of vulnerable students, including specialised support for those with special education needs, EAL, PP, LAC, HAP, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

Liaise with teachers, other support, health and education specialists, parents, visitors and volunteers and appreciate/support their roles. Work may be carried out in the classroom or in other teaching areas.

### PRINCIPAL ROLES & RESPONSIBILITIES

#### Support for Pupils

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour/Support Plans and Personal Care programmes.
- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.

#### Support for Teachers

- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Assist with the planning of learning activities.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers/raising achievement administrators on pupils' achievement, progress, problems, etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
- Administer routine tests and invigilate/scribe exams and undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.
- To undertake exam access arrangements as needed.

### **Support for the Academy**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of academy activities as required and take responsibility for a group under the supervision of the teacher.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

### **Staff Training Days**

3 days to be taken as full days with all teaching staff.

2 days to be disaggregated to (1) support school events (2) independent work or (3) CPD throughout the year as twilights as directed by Line Manager.

- Respecting confidential issues linked to home /students / teachers' academy work and to keep confidence as appropriate
- To keep up to date with the academy procedures for safeguarding and child protection, reporting any concerns to senior designated person
- To undertake such other duties appropriate to the grade of the post as the Headteacher may from time to time reasonably determine

### **Context**

All staff are part of a whole academy team. Each individual is required to support the values and ethos of the academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2) of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of

the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

|            |  |
|------------|--|
| Signature  |  |
| Print Name |  |
| Date       |  |