



JOB DESCRIPTION

Job Title: Raising Achievement Assistant

Name:

Grade: GR3a

1 JOB PURPOSE:

- 1.1** To be part of the Learning Support/Raising Achievement Team and to support and ensure that all pupil have access to educational and curriculum related support

2 DUTIES AND RESPONSIBILITIES:

- 2.1** To provide pupils with a source of assistance and support those children with special individual needs.
- 2.2** To provide support staff with a range of inclusive strategies and interventions to raise pupil achievement standards.
- 2.3** To plan and monitor a system of goal setting that will raise achievement across the school as a whole.
- 2.4** To provide support to the SENCO in order to reach goals and raise achievement levels throughout the school through meetings with teaching staff, support staff, parents and external agencies.
- 2.5** To identify and locate those children who are under-achieving and ensure that they receive subsequent support in raising their success levels through working with the school's Learning Support Team.
- 2.6** To identify and to locate those children who need assistance in raising levels as a whole.
- 2.7** To ensure that a system of monitoring is explained and incorporated into the school structure so that staff can report back to the Learning Support Team about achievement concerns so any appropriate action can be taken.
- 2.8** To help raise standards across the school as a whole, which may include :
- 2.8.1** Identifying any specific reasons/barriers to achieving, specific subject areas (ie. maths, physics) or any other areas of concern and introduce methods and programmes to improve results in these areas.
- 2.8.2** Liaising with teachers and other support staff regarding promoting the role of raising achievement throughout the school so that staff are aware of the routes they can take where there may be concern about a particular pupil or subject area.
- 2.8.3** To create and analyse data on achievement levels throughout the school and to identify specific class/group or individual's achievement levels so as to monitor any deterioration or improvements in any subject area.

- 2.9** To act as a contact for, and provide regular communications with, parents and external organisations and attend and provide support at parent meetings in order to meet and discuss aspects of relevant pupil performance and find solutions to any potential problems.
- 2.10** To design, manage, attend or help support any extra-curricular activities for those pupils under achieving and liaise with teaching staff with skills in specific subject areas to increase achievement levels through extra tuition
- 2.11** To provide classroom cover with agreed parameters in the absence of the class teacher.
- 2.12** To have a responsibility for promoting and safeguarding the welfare of children & young people he/she is responsible for or comes into contact with.
- 2.13** To undertake First Aid training to become a first aider and to contribute to the first aid rotas.
- 2.14** To ensure all tasks are carried out with due regard to Health and Safety.
- 2.15** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.16** To adhere to the ethos of the school
- 2.16.1** To promote the agreed vision and aims of the school
- 2.16.2** To set an example of personal integrity and professionalism.
- 2.16.3** Attendance at appropriate staff meetings and parents evenings
- 2.17** Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3 SUPERVISION RECEIVED:

3.1 Supervising Officer's SENCO

Job Title:

3.2 LEVEL OF SUPERVISION

- 1.** Regularly supervised with work checked by supervisor
- 2.** Left to work within established guidelines subject to scrutiny by supervisor
- 3.** Plan own work to ensure the meeting of defined objectives

Signed(Employee) Date

Signed(Headteacher) Date.....