

### **JOB DESCRIPTION and PERSON SPECIFICATION**

**SECTION:** Venn Boulevard Centre **GRADE:** 6  
**JOB TITLE:** Senior Achievement Support Assistant **DATE PREPARED:**  
**EVALUATION DATE:** 11 Oct 2018 **JE NUMBER:** NJCV18

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the school.

**PURPOSE:**

To work under the instructions and guidance of teaching staff within and outside the classroom to:

- Provide effective support as required
- Support the academic, social, emotional and development of individuals and groups of pupils understanding clearly how pupils' learn
- Provide effective support to maximise the attainment and accelerate the progress of individuals and groups of pupils

**PRINCIPAL ACCOUNTABILITIES:**

*Please note decision making must be included within the Principal Accountabilities*

**Support for pupils**

1	Be proactive in the promotion of the welfare, health and safety of children and young people, including assisting in the maintenance of a safe environment for pupils and staff
2	Supports teaching staff with routine administration
3	Supervises and provides particular support for individuals and groups of pupils, including eg those with SEN, disabilities, personal needs, EAL ensuring their safety and access to learning activities
4	Assists with the development and implementation of Support plans and Education Health Care Plans.
5	Supports children's growth and intellectual development.
6	Establishes constructive relationships with pupils and interacts with them according to individual needs
7	Promotes the inclusion, engagement and participation of all pupils
8	Support pupils in their learning and development eg through the acquisition of cognitive and learning skills by speaking clearly and eloquently
9	Sets challenging and demanding expectations and promotes self-esteem and independence

10	Provide feedback to pupils in relation to progress towards academic, social, behavioural and learning to learn skills
11	Provide support via coaching and mentoring and modelling an enthusiasm for improving personal performance
12	To liaise closely with appropriate staff in relation to safeguarding, behaviour and wellbeing issues
<b>Support for Teachers</b>	
13	Creates and maintains a purposeful, orderly and supportive environment
14	Develops displays within and outside the classroom
15	Assists with the planning of learning activities with the direction by a teacher and will cover classes by following teachers planning and learning activities.
16	Assists in the monitoring and marking of pupils' responses to learning activities, makes use of the school's tracking data and completes accurate records
17	Analyses the impact of strategies and initiatives and, in consultation with the teacher, adapts them accordingly.
18	Provides detailed and regular feedback to teachers on pupils' attainment, progress, behaviour and attitudes to learning
19	Contributes to planning and evaluation of learning and assists in the recording of pupils' progress
20	Encourages pupils to develop as independent learners with a thirst for learning
21	Promotes good pupil behaviour, dealing promptly with conflict and incidents in line with School procedures and encourage pupils to take responsibility for their own behaviour
<b>Support for the curriculum</b>	
22	Undertakes structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including 1:1 and group reading interventions as directed, also during breakfast club and at pupil lunchtimes.
23	Under the direction of senior staff delivers bespoke intervention and enrichment programmes e.g. literacy, numeracy, Guided Reading, phonics, spelling, Language Development, Early Years, social skills recording achievement and progress and feeding back to the teacher.
24	Supports the use of ICT in learning activities and develop pupils' competence and independence in its use.
25	Prepares, maintains and use equipment/resources required to meet the lesson plans/relevant learning activity and assists pupils in their use.
<b>Support for the school</b>	
26	Awareness of and complies with all school policies and procedures, including those relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
27	Awareness of the diverse needs of pupils to ensure equal access to opportunities to learn and develop.
28	Supports and challenges high levels of attendance and punctuality
29	Attends training events and / or planning meetings including the participation in performance development as required
30	Contributes to the overall ethos/work/aims of the school.
31	Appreciates and supports the role of other professionals.
32	Undertakes the supervision of pupils out of lesson times, including before and after school, at lunch times and at break times
33	Leads out of school learning activities
34	Accompanies teaching staff and pupils on visits and out of school activities as required and takes responsibility for a group under the supervision of the teacher.
35	Participates in discussions with parents/carers under the general direction of a teacher.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Schools, as your employer and you as an employee of the school. In addition to the Schools overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Schools H&S policy.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school and before and after the school day.

**DIMENSIONS:**

**1. Responsibility for Staff:**

None.

**2. Responsibility for Stakeholders/Clients:**

Under the direction of the teacher responsibility for an identified group of pupils.

**3. Responsibility for Budgets:**

None.

**4. Responsibility for Physical Resources:**

Safe use, moving and storage of all equipment used in the course of the role.

**WORKING RELATIONSHIPS:**

**1. Within the school/setting:**

Responsible for pupils in their daily care, colleagues within the school, parents and governors

**2. With Any Other Areas of Venn**

Educational support staff and educational support services  
Other schools and educational establishments

**3. With External Bodies to the Academy**

Responsible for engaging in training  
Public Services  
Community Representatives  
Local Authority

**ORGANISATION CHART:**

Executive Principal

Principal

Assistant Principal

SLT

Teachers

Senior Achievement Support Assistant

	<i>Tick relevant level for each category</i>						<b>Supporting Information (if applicable)</b>
	<b>Not applicable</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>	<b>Intense</b>	
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			√				Challenging behaviour may result in physical interaction.
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		√					
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			√				Rudeness, emotional or confrontational behaviour from pupils.

<b>PERSON SPECIFICATION</b>		<b>Tick relevant column</b>		<b>List code/s*</b>
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.  <i>*Codes: AF= Application Form, I = Interview, EOI = Expression of Interest Form, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
		<b>1. Qualifications:</b>		
1.1	GCSE English and maths Grade A-C (or equivalent – eg Certificate in Adult Literacy / Numeracy Level 2)	√		AF
1.2	NVQ Level 3 Teaching Assistant Qualification	√		AF
1.3	Safeguarding Level 1	√		AF
1.4	First Aid (willingness to be trained is essential)		√	AF
1.5	Bespoke training relevant to role, including First Aid, Speech and Language, TOTT		√	AF

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1.6	Team Teach Trained (willingness to be trained and keep training up to date is essential)		√	AF
<b>2. Relevant Experience:</b>				
2.1	Experience of working with or caring for children of relevant age	√		AF/EOI
2.2	Assisting teachers in accurately assessing the performance of pupils and providing appropriate feedback to the teacher		√	R/I
2.3	Experience of assisting in the maintenance of pupils' records		√	R/I
2.4	Effective use of ICT to support teaching and learning	√		AF/EOI
2.5	Led out of school learning / activities		√	AF/EOI
2.6	Delivered intervention with positive measurable impact	√		R/I
<b>3. Skills (including thinking challenge/mental demands):</b>				
3.1	Ability to be flexible to adapt to changing workload demands and new school challenges	√		I
3.2	Motivation to work with children and young people.	√		I
3.3	Competent ICT skills	√		R
3.4	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	√		R/I
3.5	Ability to work independently with groups of pupils or individuals	√		R/I
<b>4. Knowledge:</b>				
4.1	Understanding of child development and how children learn	√		EOI
4.2	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	√		I
4.3	Understanding of National Curriculum and other codes of practice eg SEN, Equalities	√		I
4.4	Sound knowledge of phonics and guided reading within school in order to raise attainment in reading	√		R
4.5	Working knowledge of ICT including use of Ipads, Microsoft Office and email	√		I
4.6	Knowledge of Health and Safety requirements	√		AF/EOI
<b>5. Interpersonal/Communication Skills:</b>				
<b>Verbal Skills</b>				
5.1	Relates well to children by recognising age / stage of development and individual needs	√		R
5.2	Ability to interact well using courtesy, tact and diplomacy and negotiation skills	√		R/I
5.3	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	√		R/I
5.4	Speaks clearly and accurately using grammatically correct spoken English	√		R

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5.5	Ability to work constructively and proactively as part of a team, understands classroom roles and working within this position as part of a team	√		R/I
5.6	Effective communication skills to model good practice for pupils and stakeholders	√		R
5.7	Ability to self-evaluate learning needs and to actively seek learning opportunities	√		R

<b>Written Skills</b>				
	Highly competent written skills, including spelling and grammar , including use of ICT	√		AF/EOI

**The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.**

<b>6 Additional Requirements:</b>				
6.1	Maintains high levels of confidentiality at all times	√		R/I
6.2	Makes a commitment to the wider life of the school	√		R/I
6.3	Ability to present a smart professional image in line with the Dress Code of the School	√		R/I
6.4	Engage in additional training and development including being proactive in identifying own development needs	√		AF/EOI
6.5	Self-motivation and personal drive to complete tasks to the required time scales and quality standards	√		AF/EOI
6.6	Strives for excellence and ways to improve their own performance and the performance of the school	√		AF/EOI
<b>Disclosure of Criminal Record:</b>				
	The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	√		DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	√		AF/EOI (After short listing)
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF/EOI (After short listing)