

JOB DESCRIPTION and PERSON SPECIFICATION

SCHOOL:	Biggin Hill	GRADE: 4
JOB TITLE:	Achievement Support Assistant (Generic, SEN, EAL, EYFS, 1:1)	DATE PREPARED: November 2024
EVALUATION DATE:	21 November 2024	JE NUMBER: HAT103

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.

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:

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 those with SEN, disabilities, personal needs, EAL ensuring their safety and access to learning activities
4.	Assists with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
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
Support for Teachers	
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
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.	Provides detailed and regular feedback to teachers on pupils' attainment, progress, behaviour and attitudes to learning
18.	Contributes to planning and evaluation of learning and assists in the recording of pupils' progress
19.	Encourages pupils to develop as independent learners with a thirst for learning
20.	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
Support for the curriculum	
21.	Undertakes structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
22.	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.
23.	Supports the use of ICT in learning activities and develop pupils' competence and independence in its use.
24.	Prepares, maintains and use equipment/resources required to meet the lesson plans/relevant learning activity and assists pupils in their use.
Support for the school	

25.	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.
26.	Awareness of the diverse needs of pupils to ensure equal access to opportunities to learn and develop.
27.	Supports and challenges high levels of attendance and punctuality
28.	Attends training events and / or planning meetings including the participation in performance development as required
29.	Contributes to the overall ethos/work/aims of the school.
30.	Appreciates and supports the role of other professionals.
31.	Undertakes the supervision of pupils out of lesson times, including before and after school, at lunch times and at break times
32.	Leads out of school learning activities
33.	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.
34.	Participates in discussions with parents/carers under the general direction of a teacher.
35.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and you as an employee. In addition to the Trust's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety 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 school/Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust 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 School:

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

2. Within Trust:

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

3. With External Bodies to the Trust:

Public Services
Community Representatives
Local Authority

ORGANISATION CHART:

Headteacher

Deputy Headteacher

Assistant Headteacher

Class Teachers

Achievement Support Assistants

	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS:		✓					

Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).							
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓					
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			✓				Occasional rudeness and confrontational behaviour from pupils and very rarely, parents

PERSON SPECIFICATION		Tick relevant column		List code/s*
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, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
1.	Qualifications:			
1.1	GCSE English and maths Grade A-C (or equivalent – eg Certificate in Adult Literacy / Numeracy Level 2)	✓		AF
1.2	NVQ Level 2 Teaching Assistant Qualification	✓		AF
1.3	Safeguarding Level 1		✓	AF
1.4	First Aid / Paediatric First Aid (EYFS)		✓	AF
1.5	Bespoke training relevant to role, including First Aid, Speech and Language, TOTT		✓	AF
2.	Relevant Experience:			
2.1	Experience of working with or caring for children of relevant age	✓		AF
2.2	Experience of assisting teachers in accurately assessing the performance of pupils and providing appropriate feedback to the teacher and to be able to make observational notes on children's development with regards to progress in intervention groups.	✓		AF/R/I

PERSON SPECIFICATION		Tick relevant column		List code/s*
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, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
2.3	Experience of assisting in the maintenance of pupils' records		✓	R/I
2.4	Involvement in teaching of phonics in whole class and small group activities and experience of delivering speech and language programmes such as Time for Talk and TOTT.		✓	AF/I
2.5	Effective use of ICT to support teaching and learning.	✓		R/I
2.6	Led out of school learning / activities		✓	AF
2.7	Delivered intervention with positive measurable impact	✓		AF/R/I
3.	Skills:			
3.1	Ability to be flexible to adapt to changing workload demands and new school challenges.	✓		R/I
3.2	Motivation to work with children and young people.	✓		AF/I
3.3	Competent ICT skills	✓		AF/R
3.4	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF/R/I
3.5	Have an organised approach to work, using initiative as needed.	✓		AF/R
4.	Knowledge:			
4.1	Understanding of child development and how children learn with regards to the EYFS frame work.	✓		R/I
4.2	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF/R/I
4.3	Understanding of National Curriculum, EYFS Guidance and other codes of practice eg SEN, Equalities	✓		AF/R/I
4.4	Sound knowledge of phonics and guided reading in order to raise attainment in reading	✓		AF/R/I
4.5	Working knowledge of ICT including use of Ipads, Microsoft Office and email	✓		AF/R
4.6	Knowledge of Health and Safety requirements	✓		I
5.	Interpersonal/Communication Skills:			
Verbal Skills				
5.1	Relates well to children by recognising age / stage of development and individual needs	✓		R/I

PERSON SPECIFICATION		Tick relevant column		List code/s*
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, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
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/I
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/I

5.7	Written Skills			
	Highly competent written skills, including spelling and grammar	✓		AF
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.				
6	Additional Requirements:			
6.1	Maintains high levels of confidentiality at all times	✓		R/I
6.2	Makes a commitment to the wider life of the school including 'going the extra mile'	✓		R/I
6.3	Ability to present a smart professional image in line with the Dress Code of the Trust	✓		R/I
6.4	Engage in additional training and development including being proactive in identifying own development needs	✓		AF
6.5	Self-motivation and personal drive to complete tasks to the required time scales and quality standards	✓		AF
6.6	Strives for excellence and ways to improve their own performance and the performance of the school	✓		AF
	Disclosure of Criminal Record:			
	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.	✓		DBS Disclosure