



Holyhead

Teach What Matters

Post Title and Grade	Achievement Assistant TTO 15 - 30 hours per week Permanent Scale Point 6 - 12
Reporting to	SENCO
Liaising with	Senior Leadership Team, Heads of year, Department Leads, Parents and Carers, Teaching and Associate Staff and External Agencies
Areas of Responsibility and Key Tasks	
Core Responsibilities <ul style="list-style-type: none">• To embody the values, vision and ethos of Holyhead School and assist the Principal in delivering policy which will ensure high quality and successful outcomes.• To support the monitoring, evaluation and continuous review of the quality and effectiveness of teaching and learning within the school.• To support the pastoral and academic work across the school.• To assist Students who require additional support for learning as identified by the SENCO.• To assist students who require nurture and/or behaviour recovery intervention.• To develop positive relationships with students who experience difficulties in school.• To work cooperatively with pastoral and academic staff and external agencies to support our young people.	
Key Tasks <ul style="list-style-type: none">• Assist teaching staff, as required, including helping individual students and groups with the full range of curriculum activities and use of appropriate technologies and additional resources, as appropriate.• To work independently with small focus groups.• Liaise with teachers and other staff across the school to obtain, exchange and record information on individual student progress and devise appropriate intervention strategies.• To engage with parents to successfully identify causes for behavioural issues in school and work proactively with staff and students to address these.• Attend all planning and training activities and participate as appropriate.• To participate fully in all initiatives, new developments, and activities of the student support team.• To improve the literacy and numeracy of the student cohorts and identify and target individual students through relevant testing and assessment, working with them to make expected progress.• Promote the behaviour policy and instil boundaries with the students you work with to provide a consistent message and approach – use appropriate techniques dependent on the needs of the students.• Equip students to be able to meet the behavioural expectations of the school.• To contribute to the Keeping Children Safe in Education agenda and use this as a framework to provide better outcomes for students.	
Other Responsibilities	



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- To assist in the planning and preparation of the curriculum, advising teaching staff with regards to the learning needs of specific students and to collaboratively develop a programme of work and differentiated resources that meets the individual needs of students.
- Assist with classroom activities such as development and preparation of learning materials and equipment and general classroom maintenance.
- Use the behaviour policy and techniques to manage classroom behaviour in collaboration with teaching staff and pastoral staff.
- Be involved in parental and pastoral meetings regarding student welfare and needs, take an active and pro-active part in these meetings contributing fully to any process being undertaken to improve the outcomes of students.
- Visit Primary Schools as appropriate and plan for the needs of new students as identified by the SENCO.
- Assist new members of staff by providing advice and guidance on the range of educational needs and systems, processes used within the school, and be actively involved in the induction process.
- Support, assist and help volunteers, parents, external agencies, and visitors to the school within a student support context.
- Improve the numeracy and literacy of students through intervention and support programmes managed and led by SENCO, ensure students have clear targets, feedback support and provision of learning materials in order to achieve this improvement.
- Improve home/school links and ensure greater communication with parents of SEN students, specifically targeting hard to reach parents and building relationships to provide better outcomes for students.
- Any other duties and responsibilities connected with the planning and delivery or learning deemed reasonable by your line manager or a senior manager within the school or Principal.

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes

Other Specific Duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



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- Employees are expected to adhere to Holyhead's agreed Code of Conduct.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.
- The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.