



ACHIEVEMENT ASSISTANT

Status: Part Time, Fixed Term - 16 hours per week plus 5 training days

Salary: SC3(AA) SCP 5 Starting salary point 5 - £9515.97
(pro rata of FTE £25,584.00 - £25989.00)

Location: St Stephen's CofE First School, Maybey Avenue, Redditch,
Worcestershire, B98 *HW

Start date: September 2026



Central Region
Schools Trust

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ADVERT

We are looking for a highly motivated individual to join our team of Achievement Assistants.

St Stephen's First School takes pride in delivering quality teaching and learning which enables all students to learn. As a team, we are committed to supporting pupils with a range of additional needs and disabilities so that they can become happy, prosperous and successful members of our community.

The role would be suited to those seeking a career in education and is a great opportunity to gain experience of working with young people in a school community. The role will involve supporting pupils with SEND and other identified needs or barriers to learning, in securing the best possible outcomes. The role will involve supporting pupils in lessons, small group work, and leading specific SEND interventions.

Please contact school for more information office@ststephens.crst.org.uk

Closing date: 16th July 2026



Job Description

Job Title: Achievement Assistant

Accountable to: Assistant Principal (Inclusion / SENCo)

Salary: TA2 Payscale 5

Job Purpose

- To support identified pupils (usually those with SEND or facing other barriers to learning) in reaching appropriate learning and developmental targets.
- To support teachers and other staff with their responsibility for the development and education of children, including those with special physical, emotional and educational needs and those with specific learning needs by utilising detailed knowledge and specialist skills.
- To work under the guidance of teaching/senior staff, to implement agreed work programmes with individuals and groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in specific areas and may involve assisting the teacher in the management/preparation of resources for specific pupils.
- To undertake occasional 'Learning Supervision', i.e. supervise whole classes occasionally during the short-term absence of teachers. The primary focus whilst undertaking such supervision duties will be to maintain good behaviour, keep pupils on task, respond to questions and generally assist pupils in undertaking set activities.
- To support pupils at pre and after-school learning groups.

Professional Duties and Responsibilities

Under the direction of the Assistant Principal (Inclusion / SENCo), the Achievement Assistant will:

- Use specialist (curricular/learning/behavioural management) skills/training/experience to support pupils in accessing learning, including facilitating group learning sessions.
- Assist with the development and implementation of pupil passports and individual provision plans where appropriate.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Plan for and deliver learning opportunities, review work and assess progress of specific learning for groups of pupils and/or individuals to meet their current needs.
- Monitor, record and make assessments about individual progress.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff 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.


This job description will be reviewed annually, and leaders reserve the right to alter the content of this job description, after consultation with the postholder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.



Person Specification

We are seeking to appoint an Achievement Assistant who is able to demonstrate the following qualities and experience.

Criteria	Essential	Desirable	Method of Assessment
 <p>Experience</p>	<ul style="list-style-type: none"> • Experience of working with children in a nursery or school setting 	<ul style="list-style-type: none"> • Leading intervention(s) for small groups of students outside the classroom around literacy (preferably phonics) and numeracy 	<ul style="list-style-type: none"> • Letter of application /interest • Interview • Reference
 <p>Education & qualifications</p>	<ul style="list-style-type: none"> • GCSE English & Maths (Grade A-C) or equivalent • Minimum 3 years school based experience and evidence of relevant study 	<ul style="list-style-type: none"> • A relevant qualification in Childcare and/or Education 	<p>Application form, reference and interview.</p>

 <p>Knowledge & Skills</p>	<p>Knowledge & Understanding of:</p> <ul style="list-style-type: none"> • The needs of young children • Child development and the ways in which children learn • The ways that special educational needs and disabilities can impact students' learning • The roles played by various adults in a child's education • Behaviour management strategies • Equal opportunities • Safeguarding <p>Skills:</p> <ul style="list-style-type: none"> • Be confident in the use of IT (Including Microsoft Office) • Help professional staff to achieve their objectives • Assist children in an individual basis, in a small group and whole class work • Explain tasks simply and clearly and foster independence • Accept and respond to authority and supervision • Liaise and communicate effectively with others • Demonstrate good organisational skills • Reflect on and develop professional practice • Monitor, record and make assessments about individual progress • Have the ability to communicate clearly with adults and children • Follow school policies and practice 	<p>Knowledge & Understanding of:</p> <ul style="list-style-type: none"> • Phonics <p>Skills:</p> <ul style="list-style-type: none"> • Identify gaps in their own experience that they need help in filling 	<p>In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding the welfare of children.</p>
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We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with Children's barred list.

Central Regions Schools Trust – Social Justice through Exceptional Schools’.

Central Region Schools Trust
B.06 Assay Studios
141 – 143 Newhall Street
Birmingham, B3 1SF

centralregionschoolstrust.co.uk

Need more advice?

*Please see our website
(Central Region Schools Trust
– Founded by the RSA)*