

Person Specification

Achievement Assistant



	Essential	Desirable	Identified
Organisational fit	<ul style="list-style-type: none"> • Able to demonstrate: • working towards the Support Staff Standards • working towards the Academy aims and objectives • working towards the Trust aims and objectives 		Application Form
Education and Training	<ul style="list-style-type: none"> • English & Maths GCSE (Grade C or 4 or above) • Relevant training in specialist areas (SEN) and strong evidence of continued professional development • Qualification in Supporting Teaching & Learning (NVQ or similar at level 2) ICT Literate 	<ul style="list-style-type: none"> • NVQ or similar in Teaching & Learning Level 3 or above • Degree in a core subject area – Maths, Science, English • Medication Training 	Application Form and Interview & Assessment
Experience	<ul style="list-style-type: none"> • Working with or caring for children (of secondary school age) within previous and/or current post • Planning & Preparation of work that is suitable for the learner • Advising teaching and pastoral staff on differentiation for particular learners in conjunction with SENCO • Building of positive relationships through parental liaison and other agencies • Intervention – experience of implementing an agreed strategy for learners to improve their progress, attitude and engagement. • The writing of and updating of IEP's for learners • Using ICT to support learners achieve • Use the safeguarding protocols to demonstrate commitment to the safety and wellbeing of students through your actions 	<ul style="list-style-type: none"> • Delivering speech and language programmes • Working with Children with ASD & complex medical needs 	Application Form, Interview and Assessment
Knowledge / skills	<ul style="list-style-type: none"> • Understanding of child development & learning • How to improve numeracy and literacy for learners • Understanding of Special Needs and the diverse needs of those learners 		Interview & Assessment

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	<ul style="list-style-type: none"> • Understanding the Academy curriculum and other learning programmes and learning strategies • Policy and Regulatory knowledge for SEN 		
Personal Attributes	<ul style="list-style-type: none"> • Excellent Communicator • Collaborator • Influencer • Reflector (ability to identify own learning opportunities) • Organised and ability to Plan & Prepare (meet deadlines) • Passionate about the role of Achievement Assistant (as reflected in the support staff standards) • Empathetic 		Interview & Assessment