



Holyhead

Teach What Matters

Holyhead School Person Specification

Post: Achievement Assistant

Area	Essential	Desirable
Qualifications	<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• Understanding of child development & learning• How to improve numeracy and literacy for learners• Understanding of Special Needs and the diverse needs of those learners• Understanding the Academy curriculum and other learning programmes and learning strategies• Policy and Regulatory knowledge for SEN	<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
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.	<ul style="list-style-type: none">• Delivering speech and language programmes• Working with Children with ASD & complex medical needs



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	<ul style="list-style-type: none">• 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	
Skills and Knowledge	<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	
Personal Qualities	<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) <p>Passionate about the role of Achievement Assistant (as reflected in the support staff standards)</p> <ul style="list-style-type: none">• Empathetic	