

Job Description



Post Title	Achievement Assistant
Reporting to	SENCO
Job Purpose	
- To embody the values, vision and ethos of Gospel Oak 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.	
Duties & Responsibilities	
Main Duties: - 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. Specific Duties: - 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.	

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- 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, 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.

Notes

- All staff are responsible for promoting and safeguarding the safety and welfare of children and young adults.
- The Trust reserves the right to alter the content of this job description, after consultation, to reflect the changes to the job or services provided, without altering the general character or level of responsibility.