



# Kingswood Parks

PRIMARY SCHOOL



## Achievement Support Assistant

Vacancy Information

## We are Humber Education Trust.

Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing multi-academy trust for both primary, secondary and alternative provision schools.

outcomes. Children are at the heart of everything we do.

- Provide a caring and safe environment where responsible, tolerant and principled global citizens can grow.
- Develop creative, enquiring and resilient learners with a thirst for knowledge.
- Provide an environment where success is recognised, celebrated and built upon.
- Provide a vibrant, challenging and enriching curriculum by encouraging fresh thoughts and outward-looking ideas.
- Ensure all staff have outstanding continual professional development, attracting and retaining a highly skilled, highly motivated workforce who feel appreciated and supported.
- Embrace technology, improve methods of communication, and collaborate through IT to reduce teacher workloads, reflecting the changing needs of our world.
- Provide support for all families within our diverse community, enabling our children and young people to embrace the challenge of life within in the wider world and succeed in reaching their full potential.
- Working together, freeing resources, to drive financial efficiencies saving money and reinvesting within our classrooms.

Thank you for showing an interest in working within our Trust. I wish you well with your application.

### Humber Education Trust is committed to:

- Work ethically and with mutual respect and collaboration.
- Prioritise our time and resources on the things that have the biggest positive impact on children's



**Rachel Wilkes**  
*Chief Executive Officer*



<b>Grade &amp; Scale point:</b>	4, SCP 5-7
<b>Salary:</b>	£19,650 - £20,444 Full time equivalent £15,489 - £16,115 Actual salary
<b>Hours of work:</b>	35 hours per week Monday - Friday, 8.15am – 3.45pm (30mins unpaid lunch)
<b>Contract:</b>	Fixed term until 31 August 2023 Term time only (190 days)
<b>Start date:</b>	ASAP following pre-employment checks

Kingswood Parks Primary School is part of Humber Education Trust. The school is rated as 'good' by Ofsted and continually strives to improve further. The school is oversubscribed and has capacity to cater for 630 and has a 52 place Foundation 1.

We are delighted to offer the opportunity for an enthusiastic Achievement Support Assistant to join our team. The successful post holder will be expected to fulfil the full duties and responsibilities of the post and work across the school, as needed.

## **JOB REQUIREMENTS:**

- Contribute to planning and evaluation of learning and assists in the recording of pupils' progress
- Support individual and small groups of children in the curriculum, to accelerate their learning
- Support the emotional, behavioural and pastoral needs of all pupils, including children with additional needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes
- Encourages pupils to develop as independent learners with a thirst for learning

## **THE SUCCESSFUL CANDIDATE WILL HAVE:**

- GCSE English and Maths Grade A-C (or equivalent)
- Understanding of the Early Years Foundation Stage Framework and child development, National Curriculum, and other codes of practice e.g. SEN, Equalities, Safeguarding
- A passion for early years and a commitment to ensuring every child succeeds and reaches their potential
- Ability to interact well using courtesy, tact and diplomacy and negotiation skills
- Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.
- Effective use of ICT to support teaching and learning

If you believe in the children in Hull, are passionate about our community and truly want to make a difference then we would love to hear from you.



## **AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:**

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our S2S Support Leaders and Peers network.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

***Visits to our school are welcome by appointment.***

## **HOW TO APPLY:**

Please complete an application form and submit via ETeach. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

**Closing date for completed applications:** 12noon, Friday 7 October 2022

If you have any queries regarding the role or application process, please contact: Wendy Crombleholme, School Business Manager, at Kingswood Parks Primary School on Tel: 01482 427870.

As part of Humber Education Trust's recruitment processes, in accordance with statutory guidance Keeping Children Safe in Education 2022, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

## **CONDITIONAL OFFER:**

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

## **SAFEGUARDING STATEMENT:**

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

## JOB DESCRIPTION

**SCHOOL:** Kingswood Parks Primary School **GRADE:** 4

**JOB TITLE:** Achievement Support Assistant (Generic, SEN, EAL, EYFS, 1:1) **DATE PREPARED:** June 2018

**EVALUATION DATE:** 19<sup>th</sup> June 2018 **JE NUMBER:** HET 28

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the school.

### PURPOSE:

To work under the instructions and guidance of teaching staff within and outside the classroom to:

- Provide effective support as required
- Support the academic, social, emotional and development of individuals and groups of pupils understanding clearly how pupils learn
- Provide effective support to maximise the attainment and accelerate the progress of individuals and groups of pupils

### PRINCIPAL ACCOUNTABILITIES:

#### Support for pupils

1	Be proactive in the promotion of the welfare, health and safety of children and young people, including assisting in the maintenance of a safe environment for pupils and staff
2	Supports teaching staff with routine administration
3	Supervises and provides particular support for individuals and groups of pupils, including e.g. those with SEN, disabilities, personal needs, EAL ensuring their safety and access to learning activities
4	Assists with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
5	Supports children's growth and intellectual development
6	Establishes constructive relationships with pupils and interacts with them according to individual needs
7	Promotes the inclusion, engagement and participation of all pupils
8	Support pupils in their learning and development eg through the acquisition of cognitive and learning skills by speaking clearly and eloquently
9	Sets challenging and demanding expectations and promotes self-esteem and independence
10	Provide feedback to pupils in relation to progress towards academic, social, behavioural and learning to learn skills
11	Provide support via coaching and mentoring and modelling an enthusiasm for improving personal performance

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12	To liaise closely with appropriate staff in relation to safeguarding, behaviour and wellbeing issues
<b>Support for Teachers</b>	
13	Creates and maintains a purposeful, orderly and supportive environment
14	Develops displays within and outside the classroom
15	Assists with the planning of learning activities
16	Assists in the monitoring and marking of pupils' responses to learning activities, makes use of the school's tracking data and completes accurate records
17	Provides detailed and regular feedback to teachers on pupils' attainment, progress, behaviour and attitudes to learning
18	Contributes to planning and evaluation of learning and assists in the recording of pupils' progress
19	Encourages pupils to develop as independent learners with a thirst for learning
20	Promotes good pupil behaviour, dealing promptly with conflict and incidents in line with School procedures and encourage pupils to take responsibility for their own behaviour
<b>Support for the curriculum</b>	
21	Undertakes structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
22	Under the direction of senior staff delivers bespoke intervention and enrichment programmes e.g. literacy, numeracy, Guided Reading, phonics, spelling, Language Development, Early Years, social skills recording achievement and progress and feeding back to the teacher.
23	Supports the use of ICT in learning activities and develop pupils' competence and independence in its use.
24	Prepares, maintains and use equipment/resources required to meet the lesson plans/relevant learning activity and assists pupils in their use.
<b>Support for the school</b>	
25	Awareness of and complies with all school policies and procedures, including those relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
26	Awareness of the diverse needs of pupils to ensure equal access to opportunities to learn and develop.
27	Supports and challenges high levels of attendance and punctuality
28	Attends training events and / or planning meetings including the participation in performance development as required
29	Contributes to the overall ethos/work/aims of the school.
30	Appreciates and supports the role of other professionals.
31	Undertakes the supervision of pupils out of lesson times, including before and after school, at lunch times and at break times
32	Leads out of school learning activities
33	Accompanies teaching staff and pupils on visits and out of school activities as required and takes responsibility for a group under the supervision of the teacher.

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34	Participates in discussions with parents/carers under the general direction of a teacher.
35	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Schools, as your employer and you as an employee. In addition to the school's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Schools Health and Safety policy.
<p><b>GENERAL:</b> The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the academy and before and after the school day.</p>	

<b>DIMENSIONS:</b>	
<b>1. Responsibility for Staff:</b>	None.
<b>2. Responsibility for Stakeholders/Clients:</b>	Under the direction of the teacher responsibility for an identified group of pupils.
<b>3. Responsibility for Budgets:</b>	None.
<b>4. Responsibility for Physical Resources:</b>	Safe use, moving and storage of all equipment used in the course of the role.
<b>WORKING RELATIONSHIPS:</b>	
<b>1. Within Service Area/Section:</b>	Responsible for pupils in their daily care, colleagues within the school, parents and governors
<b>2. With Any Other Areas (where applicable)</b>	Educational support staff and educational support services Other schools within HET and educational establishments
<b>3. With External Bodies to the Academy</b>	Responsible for engaging in training Public Services Community Representatives Local Authority

## JOB DESCRIPTION

### ORGANISATION CHART:

Headteacher  
Deputy Headteacher  
Phase Leader  
Class Teachers  
Achievement Support Assistants

	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information (if applicable)
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓					
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓					
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			✓				Occasional rudeness and confrontational behaviour from pupils and very rarely, parents



## PERSON SPECIFICATION

The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

\*Codes: AF= Application Form, I = Interview, EOI = Expression of Interest Form, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation

		Essential	Desirable	How identified
1.	<b>Qualifications:</b>			
	GCSE English and maths Grade A-C (or equivalent – e.g. Certificate in Adult Literacy / Numeracy Level 2)	✓		AF
	NVQ Level 2 Teaching Assistant Qualification		✓	AF
	Safeguarding Level 1		✓	AF
	First Aid / Paediatric First Aid		✓	AF
	Bespoke training relevant to role, including First Aid, Speech and Language, TOTT		✓	AF
2.	<b>Relevant Experience:</b>			
	Experience of working with or caring for children of relevant age	✓		AF
	Assisting teachers in accurately assessing the performance of pupils and providing appropriate feedback to the teacher		✓	R/I
	Experience of assisting in the maintenance of pupils' records		✓	R/I
	Involvement in teaching of phonics in whole class and small group activities		✓	AF
	Effective use of ICT to support teaching and learning	✓		R/I
	Led out of school learning / activities		✓	AF
	Delivered intervention with positive measurable impact	✓		R/I
3.	<b>Skills (including thinking challenge/mental demands):</b>			
	Ability to be flexible to adapt to changing workload demands and new school challenges	✓		R/I
	Motivation to work with children and young people.	✓		R/I
	Competent ICT skills	✓		R/I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓		R/I
4.	<b>Knowledge:</b>			
	Understanding of child development and how children learn	✓		R/I
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		R/I
	Understanding of National Curriculum, EYFS Guidance and other codes of practice eg SEN, Equalities	✓		R/I
	Sound knowledge of phonics and guided reading within school in order to raise attainment in reading		✓	R/I

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		Essential	Desirable	How identified
	Working knowledge of ICT including use of iPads, Microsoft Office and email	✓		R/I
	Knowledge of Health and Safety requirements	✓		I
5.	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Relates well to children by recognising age / stage of development and individual needs	✓		R/I
	Ability to interact well using courtesy, tact and diplomacy and negotiation skills	✓		R/I
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	✓		R/I
	Speaks clearly and accurately using grammatically correct spoken English	✓		R/I
	Ability to work constructively and proactively as part of a team, understands classroom roles and working within this position as part of a team	✓		R/I
	Effective communication skills to model good practice for pupils and stakeholders	✓		R/I
	<b>Written Skills</b>			
	Highly competent written skills, including spelling and grammar, including use of ICT	✓		AF
<b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b>				
6	<b>Additional Requirements:</b>			
	Maintains high levels of confidentiality at all times	✓		R/I
	Makes a commitment to the wider life of the school	✓		R/I
	Ability to present a smart professional image in line with the Dress Code of the School	✓		R/I
	Engage in additional training and development including being proactive in identifying own development needs	✓		AF
	Self-motivation and personal drive to complete tasks to the required time scales and quality standards	✓		AF
	Strives for excellence and ways to improve their own performance and the performance of the school	✓		AF

## PERSON SPECIFICATION

The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

*\*Codes: AF= Application Form, I = Interview, EOI = Expression of Interest Form, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation*

	Essential	Desirable	How identified
<b>Disclosure of Criminal Record:</b>			
The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓		DBS Disclosure
If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF (After short listing)

I have read and accept the role of Achievement Support Assistant:

Name:

Signed:

Date:



## Vision & Values

### **We are Humber Education Trust.**

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only the best is good enough.

**This is us. Humber Education Trust.**



**HumberEducationTrust**  
Where everybody counts, every moment matters.





# Work for Humber Education Trust

**We value our employees.**

The following **benefits** are available to employees within our academies:

## **Financial**

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Occupational Health Referrals & Counselling

## **Family Friendly**

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working
- Childcare vouchers (applicable if already enrolled pre October 2018)

## **Employee Benefits - Permanent Contracted Employees & Fixed Term**

- 20% Discounted Gym Membership - Hull City Council Leisure
- Display Screen User Eye Tests

## **Professional Development**

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

*The opportunity to **make a real difference** to the lives of our students*