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## Job Description for Achievement Support Assistant

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**Responsible to:** Vice Principal (Inclusion)

**Based at:** Brinsworth Academy

**Paid on:** Band D of the School Support Staff Pay Scale

### OVERALL PURPOSE OF THE POST

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The Achievement Support Assistant will work with students who experience barriers to learning.

These barriers relate principally to any combination of Learning Difficulties, Behaviour Difficulties, Social and Emotional Difficulties and /or Disabilities

Achievement Support Assistants work principally alongside teachers in mainstream classrooms, supporting the learning and ensuring the progress of all students.

Achievement Support Assistants work with students in all year groups. This may also include being a 'lead worker' for a specific number of students and coordinating planning, reviewing the impact of provision with parents/carers.

### MAIN DUTIES

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- Supporting intervention programmes.
- Monitoring and supporting identified students.
- Supporting inclusion team colleagues and other teachers in the successful delivery of curriculum programmes.
- Supporting identified students to achieve their targets, this may be carried out in the classroom or outside the main teaching area.
- Supporting student review meetings.
- Participating in meeting, training and other learning activities as required.
- Establishing constructive relationships with other colleagues to support achievement and progress of students.
- Contributing to the reduction of 'NEETS'.
- Acting as a lead worker for individual students.
- Contributing to the overall ethos of the school.
- Undertaking planned supervision of students out of school hours learning activities.
- Supervising students on visits, trips and out of school activities.
- Be committed to the safeguarding and wellbeing of children and young people.
- To observe at all times the confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
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*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.*

*All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

- Perform other duties as assigned by your line manager.
- **You may be required to work up to 2 evenings per academic year to support trust events.**

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

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## Person Specification for Achievement Support Assistant

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Reflecting on and improving practice to increase student achievement</li> <li>• Commitment to personal development and development of others</li> </ul>	
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of educational success at age 16 and 18</li> <li>• Grade C in GCSE English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• ICT capability at Level 2</li> <li>• First Aid trained</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Resilient approach to working with students with barriers to learning or challenging behaviour</li> <li>• Highly motivated with excellent communication and interpersonal skills</li> <li>• Genuine passion and belief in the potential of every student</li> <li>• Ability to develop learning resources and contribute to schemes of learning</li> <li>• Understanding of strategies to foster strong working relationships with young people</li> <li>• Good communication, planning and organisation skills</li> <li>• Sensitive to the varying needs of young people and individuals</li> <li>• Flexibility and enthusiastic approach to work</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm, flair, energy and imagination</li> <li>• Strong educational principles based on inclusion and equality</li> <li>• Demonstrate resilience, motivation and commitment to raising standards</li> <li>• High level of emotional intelligence, honesty and integrity</li> <li>• Willingness to be involved in the full life cycle of the academy including extra-curricular activities</li> <li>• A commitment to the safeguarding and welfare of students</li> </ul>	

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