



Eckington School
Level 3 Year Group Lead
Achievement Support Assistant

Part of

LEAP

Multi Academy Trust

Post Title: Level 3 Year Group Lead Achievement Support Assistant

Responsible to: Working under the guidance of Teaching staff and/or Higher Level Teaching Assistant staff.

Responsible for: Support and guidance for level 1 and level 2 Teaching Assistants (and the supervision of these staff where appropriate).

Salary: Band E (£20,092 - £21,748pa FTE) equating to £16,447.45 - £17,803.00pa pro rata

Hours: 35 per week, term time only

Start: as soon as possible.

Closing date for applications is 9.00am on Monday 9th August 2021

Job Description

Main purpose

To work under the guidance of teaching staff or Higher Level Teaching Assistants to implement agreed work programmes with individuals / groups both within and out of the classroom. This may include the use of detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and with the management / preparation of resources.

The postholder may also supervise whole classes occasionally during the short-term absence of teachers, when the primary focus will be to maintain good order and to keep students on task.

Duties and Responsibilities

Support for students

- Oversee provision for a group of students in a year group, leading communication with parents, contributing to reports and reviews
- Use specialist (Curricular / Learning) skills / training / experience to support students.
- Assist with the development and implementation of Achievement Support Plans.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.

Support for the teacher

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lesson / work plans as appropriate.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievements against pre-determined learning activities.
- Provide objective and accurate feedback and reports, as required, to the teacher, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records, as agreed with the teacher, contributing to reviews of systems / records as requested.
- Undertake marking of students' work and accurately record achievement / progress.

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions / meetings with Parents / Carers.
- Administer and assess routine tests and invigilate exams / tests.
- Provide general clerical / administrative support, e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the curriculum

- Lead interventions to small groups of students under the direction of a teacher
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil response/needs
- Implement local and national learning strategies, e.g. Literacy, Numeracy, KS3, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Help students to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the school

- Be aware of, and comply with policies and procedures, relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities, as required.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of students' out of school hours learning activities.
- Supervise students on visits, trips and out of school activities as required.

General

Postholders will be required to possess the NVQ 3 for Teaching Assistants or an equivalent qualification or experience, together with training in the relevant strategies (e.g., Literacy and / or particular curriculum or learning area such as bilingual, sign language, dyslexia, ICT, Maths, English, CACHE etc.)

Appropriate First Aid training will be required.

The following knowledge/skills will be required:

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation

Working knowledge of national curriculum and other relevant learning programmes/strategies

Understanding of principals of child development and learning processes.

Ability to relate well to children and adults.

Person Specification

	Criteria	How assessed*
Qualification	Good standards of educational success at age 16 and 18	A/C
	Grade C in GCSE English and Maths	A/C
	ICT capability at Level 2 and a First Aid Qualifications desirable	A
Experience	Experience of working with young people	A/I
	Reflecting on and improving practice to increase student achievement	A/I
	Commitment to personal development and development of others	A/I
Skills & Abilities	Resilient approach to working with students with barriers to learning or challenging behaviour	I/R
	Highly motivated with excellent communication and interpersonal skills	I/R
	Genuine passion and belief in the potential of every student	A/I
	Ability to develop learning resources and contribute to schemes of learning	A/I/R
	Understanding of strategies to foster strong working relationships with young people	I/R
	Good communication, planning and organisation skills	I/R
	Sensitive to the varying needs of young people and individuals	I
	Flexibility and enthusiastic approach to work.	I/R
Personal Attributes	Enthusiasm, flair, energy and imagination	I/R
	Strong educational principles based on inclusion and equality	I/R
	Demonstrate resilience, motivation and commitment to raising standards	I/R
	High level of emotional intelligence, honesty and integrity	R
	Willingness to be involved in the full life of the academy including extra-curricular activities	I/R
	A commitment to the safeguarding and welfare of students	I

Probation

Appointments to the service of Eckington School shall be subject to satisfactory completion of a period of probation of six months. This rule of probationary service shall not apply to an offer transferred from the service of another Authority or from any other school accepted by the employing Authority as appropriate to this post.

Eckington School's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our school.

Completed applications should be returned either by post to: Sarah Tully, Operations Officer, Eckington School, Dronfield Rd, Eckington, Sheffield S21 4GN or by email to Sarah.Tully@eck.leaptrust.co.uk

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face

Eckington School
Dronfield Road
Eckington
Sheffield
S21 4GN

01246 432 849
admin@eck.leaptrust.co.uk