

PRIESTLANDS SCHOOL

Achievement Support Assistant



Responsible to: Headteacher
Reports to: Inclusion Manager
Function: To support the teacher to improve the learning experience of individual students

Salary scale: Grade B - £12,873 - £13,092 per annum (equivalent to £18,562 - £18,877 full-time)

List of Principal Duties

- To support students on the SEN Register under the direction of the Inclusion Team, Head of Department or Class Teacher. This may take the form of in-class, individual or small group support.
- To adhere to a high level of confidentiality and hold the trust of students and staff.
- To support the implementation of Individual Educational Programmes in the classroom through:
 - Knowledge of students' IEPs.
 - Developing targets with students and using key strategies specified on their IEPs.
 - Regularly updating personal records for students on the SEN Register, using individual target sheets.
 - Liaising with the Class Teachers, Inclusion and SEN Team.
 - Developing a positive relationship with all students.
- To maintain a high level of clear communication skills with students and staff.
- To maintain a high level of literacy and presentational skills.
- To alert the Inclusion Team to students with difficulties accessing the curriculum including those who may not be on the SEN Register.
- To support the Class Teacher with –
 - The lesson objectives, starter, activities, focus groups and plenary.
 - Settling and organisation of students.
 - Feedback and assessment.
 - Behaviour issues as requested.
- To support students with a variety of learning styles and strategies to access the lesson; and support students with personal organisation and ensure homework is understood and written down.
- To motivate and encourage students within all aspects of school life.
- To be aware of all available student data to inform planning and knowledge of students.
- To be aware of and support the School and Department Action Plans, targets and policies.
- To support students with revision materials and techniques as directed by the Inclusion Manager or Class Teacher.
- To develop resources to support students and store them in the SEN folder on the School Intranet if possible.
- To support with break time duties.
- To undertake a lunch duty each day.
- To support as a reader, scribe or invigilator in exams for special arrangements.
- To attend meetings, or provide a report, for parents or outside agencies at the request of the Inclusion Manager.
- To carry out any other duties commensurate with the level of the post.

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Achievement Support Assistant

Responsible to: Headteacher
 Reports to: Line Manager



Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	A good standard of general education, including evidence of GCSE English & Maths at Grade C or above (or equivalent).	Graduate. Good ICT skills, including Microsoft Office
Experience	Relevant work experience.	Relevant work experience in a similar environment.
Qualities, skills, knowledge and abilities	Strong literacy and numeracy skills. Good communication skills; able to clarify and explain instructions clearly to students and provide feedback to teachers. Team player with a 'can do' approach. Able to work independently and with initiative. Flexible; able to adapt quickly and effectively to changing circumstances or situations. Able to work calmly and with patience. Professionally discrete and able to respect confidentiality on particular issues. Good organisational skills. Good ICT skills. Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people. Able to establish and maintain good relationships and rapport with other colleagues in the school and external contacts (e.g. parents, governors, members of the community). Enjoy a good rapport with young people. Empathy with students and sympathetic to their needs. Able to motivate and encourage students appropriately. Firm, sensitive and effective approach towards student discipline.	Knowledge of Microsoft Office & SIMs
References	Supportive.	