

PERSON SPECIFICATION

Job Title: Raising Achievement Assistant

Grade: GR3

Method of Assessment (M.O.A.)

AF = Application Form; I = Interview;

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of supporting children in a classroom environment.		A/ I
	Experience of using Information Technology to support pupils in the classroom and to maintain records		A/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Knowledge of strategies to recognise and reward effort and achievement.		A / I
	Ability to consistently and effectively implement agreed raising achievement strategies		
	Ability to use language and other communication skills that students can understand and relate to. The ability to converse at ease and provide advice in accurate spoken English.		
	Ability to establish positive relationships with students and their parents/ carers	Experience of working with children with additional needs in the classroom	
	Ability to demonstrate active listening skills.	Experience of delivering literacy and numeracy interventions in a small group to children with additional needs	
	Ability to provide levels of attention and help with learning tasks as appropriate to students' needs.	Evidence of impact in working with pupils with additional needs to raise achievement and develop essential skills.	
	Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.	Understanding of the challenges faced by pupils with additional needs in an educational setting.	
	Ability to undertake a range of learning activities with confidence, working effectively with individual pupils, groups of pupils and whole classes.	An understanding of strategies used to impact on removing barriers to learning and how this can be measured	
	Ability to carry out and report on systemic observations of students' knowledge and achievement.		
	Ability to produce and maintain accurate records.		

	<p>Ability to assist in the recording of lessons and assessment as required by the teacher.</p> <p>Ability to analyse student data.</p> <p>Ability to offer constructive feedback to students to reinforce learning and achievement.</p> <p>Ability to work effectively, flexibly and supportively as a member of the department.</p> <p>Ability to work within and apply all school and departmental policies.</p> <p>Ability to work under own initiative as well as a member of a team.</p> <p>Stamina, cheerful disposition and a very good record of attendance and punctuality</p>		
TRAINING	Willingness to participate in further training and developmental opportunities of self and others		A/I
EDUCATION QUALIFICATIONS NB: Full regard must be paid to overseas qualifications	A minimum of grade C in English and Mathematics. Level 3 qualification e.g. A level, BTEC, NVQ	Degree level qualification or similar	A/I
OTHER	Willingness to maintain confidentiality on all school matters.		A/ I
	Eligibility to work – UK		A/I
CONTRA INDICATION	Unsatisfactory clearance/completion of a DBS check		A/I/ DBS Form

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY AND ADHERE TO THE SAFEGUARDING OF CHILDREN PROCEDURES**

COMPILED BY: _____ DATE: _____

(Shortlisting/Interviewing Panel): _____ DATE: _____