



Senior Achievement Support Officer

Vacancy Information



HumberEducationTrust

Where everybody counts, every moment matters.

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 trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

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



Rachel Wilkes
Chief Executive Officer





Senior Achievement Support Officer



ST NICHOLAS PRIMARY SCHOOL SENIOR ACHIEVEMENT SUPPORT OFFICER

Grade & Scale point:	7, Scp 20-24
Salary:	£31,586 - £34,314 FTE, £4,706 - £5,113 Actual, £16.37 - £17.79/hr
Hours of work:	6.5 hours per week, Friday 8.30am – 3.30pm
Contract:	Permanent, Term-time only (190 days)
Start date:	ASAP following pre-employment checks

St Nicholas Primary School is a 'small school with a big heart and a love of learning.' We are looking for a hard-working, enthusiastic and reliable team member who is an effective classroom practitioner.

We require a highly committed, talented candidate who is ready for the next stage in their career. With a proven track record of supporting and enhancing the quality of teaching and improving outcomes for pupils, you will be an excellent role model for staff and children.

This is an exciting opportunity for a Senior Achievement Support Officer who has experience of supporting pupils across the primary age range.

JOB REQUIREMENTS:

- Deliver full class lessons, covering PPA time effectively
- Deliver bespoke intervention and enrichment programmes to own intervention groups
- Mark pupils' responses to learning activities and use the school's tracking data to complete records
- Sets challenging expectations, promoting self-esteem and independence
- Provide feedback to pupils in relation to progress

THE SUCCESSFUL CANDIDATE WILL HAVE:

- GCSE English and Maths Grade A-C (or equivalent)
- NVQ Level 4 Teaching Assistant qualification
- Understanding of National Curriculum, EYFS Guidance and other codes of practice e.g., SEN, Equalities, Safeguarding
- Ability to work independently with groups of pupils or individuals
- A sound knowledge of observations, ability to observe and accurately record children's learning
- Ability to support colleagues with best practice



Senior Achievement Support Officer



If you would like the opportunity to work with wonderful children, then we would love to hear from you.

HOW TO APPLY:

Please visit our Eteach careers page to apply for this vacancy. 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: 8am, Monday 3 February 2025

Interview date: w/c 10 February 2025

If you have any queries regarding the role or application process, please contact Ellie Hodder, School Business Manager, at St Nicholas Primary School on Tel: 01482 444215.

Visits to the school are most welcome. Please telephone for an appointment.

As part of Humber Education Trust's recruitment processes, 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 are 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.



Senior Achievement Support Officer



SCHOOL: St Nicholas Primary School **GRADE:** 7
JOB TITLE: Senior Achievement Support Officer **DATE PREPARED:** June 2018
EVALUATION DATE: 19th June 2018 **JE NUMBER:** HET 26

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, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the Trust.

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
- Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task to respond to questions and generally assist pupils to undertake set activities.

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 and when covering classes carries out routine administration independently.
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/Health 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 and then feeds back this information to colleagues.



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11	Provide support via coaching and mentoring and modelling an enthusiasm for improving personal performance.
12	To liaise closely with appropriate staff in relation to safeguarding, behaviour and wellbeing issues.
13	To cover classes as directed to cover PPA time effectively.
Support for Teachers	
14	Creates and maintains a purposeful, orderly and supportive environment.
15	Develops displays within and outside the classroom.
16	Assists with the planning of learning activities and when covering for PPA plans own learning activities.
17	Marks pupils' responses to learning activities and uses the school's tracking data to complete records.
18	Analyses the impact of strategies and initiatives and, in consultation with the teacher, adapts them accordingly.
19	Provides detailed and regular feedback to teachers on pupils' attainment, progress, behaviour and attitudes to learning.
20	Contributes to planning and evaluation of learning and records pupils' progress to be fed back to the teacher.
21	Encourages pupils to develop as independent learners with a thirst for learning.
22	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.
Support for the curriculum	
23	Undertakes structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including 1:1 and group reading, writing, spelling and numeracy interventions as directed, also during after school classes.
24	Delivers bespoke intervention and enrichment programmes to own intervention groups and individuals identified by the teacher and feeds back progress to the teacher.
25	Supports the use of ICT in learning activities and develop pupils' competence and independence in its use.
26	Prepares, maintains and uses equipment/resources required to meet the lesson plans/relevant learning activity and assists pupils in their use.
Support for the school	
27	Demonstrates 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.
28	Demonstrates awareness of the diverse needs of pupils to ensure equal access to opportunities to learn and develop.
29	Supports and challenges high levels of attendance and punctuality.
30	Attends training events and / or planning meetings including the participation in performance development as required.
31	Contributes to the overall ethos/work/aims of the school.
32	Appreciates and supports the role of other professionals.
33	Undertakes the supervision of pupils out of lesson times, including before and after school, at lunch times and at break times.
34	Leads out of school learning activities.
35	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.
36	Participates in discussions with parents/carers under the general direction of a teacher.
EEYFS specific section for EYFS appointments, in addition to the above:	

37	Maintain paediatric first aid currency, undertaking all necessary training.
38	Maintain records of administered medicine and administer appropriate medication in accordance with the school's policy and as authorised by parents/carers, if directed to undertake this responsibility.
39	Maintain and follow all EYFS statutory guidance and school EYFS policies, being instrumental in their updating and development.
40	Be involved fully in parental engagement and in activities such as parents as partners, planning relevant activities where needed.
41	Ensure planning, observations and profiles are completed to the school's expected standard at all times.
42	Attend all EYFS planning and team meetings as directed.
43	Be responsible for maintaining the tidiness and health and safety requirements of the EYFS unit (both indoor and outdoor), decluttering and maintaining child friendly spaces at all times.
44	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the schools, as your employer and you as an employee of the school. In addition to the employer'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.

GENERAL:

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 school 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 school and before and after the school day.

DIMENSIONS:

1. Responsibility for Staff:

None.

2. Responsibility for Stakeholders/Clients:

Under the direction of the teacher responsibility for an identified group of pupils.

3. Responsibility for Budgets:

None.

4. Responsibility for Physical Resources:

Safe use, moving and storage of all equipment used in the course of the role.



WORKING RELATIONSHIPS:

1. Within Service Area/Section:

Responsible for pupils in their daily care, colleagues within the school, parents and governors.

2. With Any Other Areas (where applicable)

Educational support staff and educational support services.
Other schools within HET and educational establishments.

3. With External Bodies to the School

Responsible for engaging in training.
Public Services.
Community Representatives.
Local Authority.

ORGANISATION CHART:

Headteacher
Deputy Headteacher/Head of School
Phase Leader
Teachers
Senior Achievement Support Officer

	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).		✓					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment).		✓					
EMOTIONAL DEMANDS: 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.	Qualifications:			
1.1	GCSE English and maths Grade A-C (or equivalent – e.g. Certificate in Adult Literacy / Numeracy Level 2)	✓		AF
1.2	NVQ Level 4 Teaching Assistant Qualification	✓		AF
1.3	Safeguarding Level 1		✓	AF
1.4	Bespoke training relevant to role, including First Aid, Speech and Language, TOTT		✓	AF
2.	Relevant Experience:			
2.1	Experience of working with or caring for children of relevant age	✓		AF
2.2	Assisting teachers in accurately assessing the performance of pupils and providing appropriate feedback to the teacher		✓	R/I
2.3	Experience of assisting in the maintenance of pupils' records		✓	R/I
2.4	Involvement in teaching of phonics and other learning programmes in whole class and small group activities		✓	AF
2.5	Effective use of ICT to support teaching and learning	✓		R/I
2.6	Led out of school learning / activities		✓	AF
2.7	Delivered intervention with positive measurable impact	✓		R/I
2.8	[For EYFS only] Experience of positive parent/partner links, ECAT, of being a host setting, policy writing and working alongside multi-agency teams		✓	R/I
2.9	[For EYFS only] Experience of mentoring and coaching other practitioners		✓	R/I
3.	Skills (including thinking challenge/mental demands):			
3.1	Ability to be flexible to adapt to changing workload demands and new school challenges	✓		R/I
3.2	Motivation to work with children and young people	✓		R/I
3.3	Competent ICT skills	✓		R/I
3.4	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		R/I
3.5	[For EYFS only] Training in relevant strategies, e.g. bi-lingual, sign language, dyslexia, CACHE	✓		R/I
3.6	[For EYFS only] Planning through observation		✓	R/I
3.7	Ability to work independently with groups of pupils or individuals	✓		R/I
4.	Knowledge:			
4.1	Understanding of child development and how children learn	✓		R/I
4.2	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		R/I
4.3	Understanding of National Curriculum and other codes of practice eg SEN, Equalities	✓		R/I
4.4	Sound knowledge of phonics and guided reading within school in order to raise attainment in reading	✓		R/I

PERSON SPECIFICATION

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		Essential	Desirable	How identified
4.5	Working knowledge of ICT including use of Ipads, Microsoft Office and email	✓		R/I
4.6	Knowledge of Health and Safety requirements	✓		I
4.7	[For EYFS only] Full working knowledge of EYFS framework, ages and stages, policies, statutory guidance and legislation	✓		R/I
4.8	[For EYFS only] A sound knowledge of observations and how to use them to assess children's progress	✓		R/I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
5.1	Relates well to children by recognising age / stage of development and individual needs	✓		R/I
5.2	Ability to interact well using courtesy, tact and diplomacy and negotiation skills	✓		R/I
5.3	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		R/I
5.4	Speaks clearly and accurately using grammatically correct spoken English	✓		R/I
5.5	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
5.6	Effective communication skills to model good practice for pupils and stakeholders	✓		R/I
5.7	Ability to self-evaluate learning needs and to actively seek learning opportunities	✓		R/I
5.8	Written Skills			
	Highly competent written skills, including spelling and grammar, including use of ICT	✓		AF

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.

6	Additional Requirements:			
6.1	Maintains high levels of confidentiality at all times	✓		R/I
6.2	Makes a commitment to the wider life of the school	✓		R/I
6.3	Ability to present a smart professional image in line with the Dress Code of the school	✓		R/I
6.4	Engage in additional training and development including being proactive in identifying own development needs	✓		AF
6.5	Self-motivation and personal drive to complete tasks to the required time scales and quality standards	✓		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. <i>Codes: AF= Application Form, I = Interview, EOI = Expression of Interest Form, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
6.6	Strives for excellence and ways to improve their own performance and the performance of the school	✓		AF
7.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		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 shortlisting)

I have read and accept the role of Senior Achievement Support Officer.

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 our best is good enough.

This is us. Humber Education Trust.



Humber Education Trust
Where everybody counts, every moment matters.



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

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure

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