

**PERSON SPECIFICATION**  
Achievement Assistant

	Essential Requirements	Desirable
Qualifications	The Achievement Assistant should have: <ul style="list-style-type: none"> <li>GCSE English &amp; Maths (Grade A-C) or equivalent</li> </ul>	
Experience	The Achievement Assistant should have: <ul style="list-style-type: none"> <li>Experience of working (paid/voluntary) with children (KS2/KS3) in a school setting</li> </ul>	
Knowledge & understanding	The Achievement Assistant should have knowledge & understanding of: <ul style="list-style-type: none"> <li>The needs of young children</li> <li>Child development and the ways in which children learn</li> <li>The roles played by various adults in a child's education</li> <li>Equal opportunities</li> <li>Safeguarding</li> </ul>	In addition, the Achievement Assistant might also have knowledge & understanding of: <ul style="list-style-type: none"> <li>The ways that special educational needs and disabilities can impact students' learning</li> <li>Behaviour management strategies</li> </ul>
Skills	The Achievement Assistant will be able to: <ul style="list-style-type: none"> <li>Help professional staff to achieve their objectives</li> <li>Assist children in an individual basis, in a small group and whole class work</li> <li>Explain tasks simply and clearly and foster independence</li> <li>Supervise children and adhere to defined behaviour management policies</li> <li>Accept and respond to authority and supervision</li> <li>Liaise and communicate effectively with others</li> <li>Demonstrate good organisational skills</li> <li>Reflect on and develop professional practice</li> <li>Monitor, record and make basic assessments about individual progress</li> </ul>	In addition, the Achievement Assistant might also be able to: <ul style="list-style-type: none"> <li>Support students in small groups outside of the classroom</li> </ul>