

## JOB DESCRIPTION

Job Title:	Achievement Assistant
Responsible to:	SENCO
Grade:	TA2
Hours:	25 hrs per week (4 days) 8.30am – 3.15pm - term time only (plus 5 training days)

### Job Purpose

- To support the teachers, departments and other staff with their responsibility for the development and education of children, including those with special physical, emotional and educational needs and those with specific learning needs by utilising detailed knowledge and specialist skills.
- To work under the guidance of teaching/senior staff, to implement agreed work programmes with individuals and groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the management/preparation of resources.
- To undertake occasional “Learning Supervision”, i.e. supervise whole classes occasionally during the short-term absence of teachers. The primary focus whilst undertaking cover duties will be to maintain good order and to keep pupils on task. Learning Supervisors will need to respond to questions and generally assist pupils to undertake set activities.
- To support students at pre and after-school learning groups

### Duties and Responsibilities

#### Specific Duties

Under the direction of the SENCO, the Achievement Assistant will:

- Use specialist (curricular/learning/behavioural management) skills/training/experience to support students, including facilitating group learning sessions
- Assist with the development and implementation of student profiles where appropriate.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Monitor, record and make basic assessments about individual progress

#### Other Duties

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Any other duties commensurate with the grade in order to ensure the smooth running of the school.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate’s Health & Safety Policy.
- To attend school training days as required.

**Notes:**

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

Dec 2019