**PERSON SPECIFICATION**

Achievement Assistant

|  | **Essential Requirements** | **Desirable** |
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| Qualifications | The Achievement Assistant should have:* GCSE English & Maths (Grade A-C) or equivalent
* Minimum 3 years school based experience and evidence of relevant study
 | In addition, the Achievement Assistant might have experience of:* A relevant qualification in Childcare and/or Education
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| Experience | The Achievement Assistant should have:* Experience of working with young children (KS2/KS3) in a school setting
 | In addition, the Achievement Assistant might have experience: * Leading intervention(s) for small groups of students outside the classroom around literacy (preferably phonics) and numeracy
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| Knowledge & understanding | The Achievement Assistant should have some knowledge & understanding of:* The needs of young children
* Child development and the ways in which children learn
* The ways that special educational needs and disabilities can impact students’ learning
* The roles played by various adults in a child’s education
* Behaviour management strategies
* Equal opportunities
* Safeguarding
 | In addition, the Achievement Assistant might have experience: * Phonics
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| Skills | The Achievement Assistant will:* Help professional staff to achieve their objectives
* Assist children in an individual basis, in a small group and whole class work
* Explain tasks simply and clearly and foster independence
* Supervise children and adhere to defined behaviour management policies
* Accept and respond to authority and supervision
* Liaise and communicate effectively with others
* Demonstrate good organisational skills
* Reflect on and develop professional practice
* Monitor, record and make assessments about individual progress
 | In addition, the Achievement Assistant might also be able to:* Demonstrate specialist skills in support students with specific special educational needs
* Identify gaps in their own experience that they need help in filling
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