**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 |
| 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 |
| 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 |
| 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 |