

JOB DESCRIPTION	
Job Title	Kickstart Scheme - Raising Achievement Support
Salary	National Minimum Wage
Hours of Work	25 hours per week - Fixed term contract 6 months
Responsible to	Assistant Principal
Location	Jane Austen College, Thetford Academy, Great Yarmouth Charter Academy

This role is designed to support the postholder to develop skills and to be work ready at the end of the six months fixed term contract.

MAIN PURPOSE OF ROLE

To support the key objective of raising the level of student achievement such that all students maximise their full potential by the end of key stage 4.
 Supporting academic and pastoral interventions for identified students.
 Assisting in the provision of data to analyse levels of attendance and achievement.

ORGANISATIONAL RELATIONSHIPS

Responsible to the Raising Achievement Manager
 Direct liaison with a range of stakeholders including teachers, parents, students, governors and other Inspiration Trust staff.

PRINCIPLE ACCOUNTABILITIES OR ACTIVITIES

- Under the direction of the Raising Achievement Manager, promote the ethos of the academy for all attendees, with regard to standards of achievement, behavior, punctuality and attendance.
- Assist in the collation and monitoring of attainment data, including attendance data.
- Assist, as required, with the provision of internal Summative Assessments.
- Support identified students in critical lessons, ensuring that coursework and examination preparation is completed.
- Maintain accurate records in relation to individual action plans.
- Monitor and record progress of under-achieving students, keeping detailed records of progress towards identified targets and specific outcomes and assist in the effective and speedy transfer of student information to relevant personnel.

- Support the organisation of all raising achievement related tasks and events, such as Raising Achievement assemblies, half term interventions, mock results day, coursework challenge days, external/internal examinations etc.
- Assist in the production and distribution of all raising achievement related documentation, such as raising achievement presentations, revision materials, intervention schedules, personalised timetables, data, raising achievement newsletters, raising achievement display boards, preparation of individual actions plans/reports etc.
- Undertake any other duties of a similar level and responsibility as may be required.

OTHER DUTIES

To carry out other duties as may be reasonably assigned by the Raising Achievement Manager.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Strategic Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised

codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications		
Excellent numeracy/literacy skills/GCSE (or equivalent NVQ 2) Maths and English	✓	
Training in the literacy/numeracy strategy		✓
Specialist skills/training in curriculum or learning area, e.g. bilingual, sign language, ICT		✓
Experience		
Experience of working with pupils of relevant age in a learning environment	✓	
Experience of communicating with stakeholders		✓
Experience of delivering support packages to students in small group and/or one to one situations		✓
Knowledge and Understanding		
Can use ICT effectively to support learning	✓	
Full working knowledge of relevant policies/codes of practice/legislation		✓
Ability to relate well to children and adults	✓	
Ability to motivate and raise aspirations of students	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	