

A close-up photograph of four hands, each wearing a blue ribbed sweater sleeve, stacked together in a supportive grip. The hands are positioned in a way that suggests teamwork and mutual support. The background is a plain, light-colored surface.

Information Pack

AEN Support Assistant

Deadline: 8th December 2017



JOB DESCRIPTION

AEN Support Assistant

Reports to: Head of Inclusion

Start date: ASAP

Salary: Competitive

Contract type: Full-time

Closing date: 8th December

The Role

We are seeking an AEN Support Assistant to play a critical role supporting our pupils with Additional Needs to make rapid progress. The successful candidate will work inside the classroom to remove barriers to learning for pupils, as well as leading interventions with pupils that address their areas of need.

The successful candidate will have experience support Primary age pupils to make excellent academic progress and an emerging expertise in an area of AEN. They may well aspire to train to teach in the future or to become and Educational Psychologist. .

Key responsibilities

- ⇒ Work in partnership with teachers to plan appropriate levels of differentiation for prioritised pupils;
- ⇒ Act as a role model of inclusive practice and high expectations for vulnerable pupils;
- ⇒ Plan experiences and interventions to address barriers to learning for pupils with AEN
- ⇒ Provide consultancy support and advice to teachers and support staff on how to meet the needs of vulnerable pupils;
- ⇒ Communicate effectively with the parents of vulnerable pupils, ensuring that they are informed and able to support their children's learning;
- ⇒ Take responsibility for own professional development, identifying areas for development and proactively seeking opportunities to grow;
- ⇒ Act as a key worker for a cohort of AEN pupils, owning their development, their IEPs and advocating for and supporting their progress and growth;
- ⇒ Develop an area of specialism in one area of AEN and lead professional learning for colleagues in this area, as well as supporting pupils with this particular need;
- ⇒ Be aware of and comply with all policies and procedures relating to safeguarding and pupil safety.

Other

- ⇒ Undertake other various responsibilities as directed by the Academy Leadership Team.

PERSON SPECIFICATION

Qualifications

- ⇒ Qualified to degree level and above preferred;

Experience

- ⇒ Experience of working with young people with Special Educational Needs; and
- ⇒ Further training in areas of AEN preferred.

Skills and Attributes

- ⇒ Excellent communication, interpersonal and organisational skills
- ⇒ Excellent literacy and numeracy skills;
- ⇒ Ability to build strong relationships with pupils and adults;
- ⇒ Knowledge of a range of AEN needs and strategies to support pupils with these needs;
- ⇒ An interest in researching and reading widely to identify potential strategies to support these pupils;
- ⇒ Ability to work alongside a range of colleagues, including teachers, senior staff and external experts;
- ⇒ To be able to keep accurate records;
- ⇒ To be reflective, able to take on board and incorporate feedback;
- ⇒ Desire to learn and grow in an entrepreneurial environment.



Safer recruitment process

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. **Short listing** Short listing will occur after 8th December 2017 with interviews taking place in the following 2 week period. **Interview** Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process. **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils. **Equal Opportunities** Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademy.org.uk.