

Raising Achievement Assistant

Job Description

Grade: GRB - *Subject to Job Evaluation*

1. **Job Purpose**

- 1.1 To be part of the Inclusion/Raising Achievement Team and to support and ensure that all pupils have access to educational and curriculum related support

2. **Key Responsibilities**

- 2.1 To provide pupils with a source of assistance and support those children with special individual needs
- 2.2 To provide support staff with a range of inclusive strategies and interventions to raise pupil achievement standards
- 2.3 To plan and monitor a system of goal setting that will raise achievement across the school as a whole
- 2.4 Where appropriate, to provide support to the Inclusion Manager (where applicable) in order to reach goals and and raise achievement levels throughout the school through meetings with teaching staff, support staff and parents
- 2.5 To identify and locate those children who are under-achieving and ensure that they receive subsequent support in raising their success levels through working with the school's Inclusion team
- 2.6 To identify and to locate those children who need assistance in raising levels as a whole
- 2.7 To ensure that a system of monitoring is explained and incorporated into the school structure so that staff (ie. teaching assistants and other support staff who have close proximity with pupils) can report back to the Inclusion team about achievement concerns so any appropriate action can be taken
- 2.8 To help raise standards across the school as a whole, which may include:
- 2.8.1 Identifying any specific underachieving specific subject areas (i.e. maths, physics) or any other areas of concern and helping to introduce methods and programmes to improve results in these areas.
- 2.8.2 Liaising with teachers and other support staff regarding promoting the role of Raising Achievement throughout the school so that staff are aware of the routes they can take where there may be concern about a particular pupil or subject area.
- 2.8.3 To create and analyse data on achievement levels throughout the school and to identify specific class or individuals

achievement levels so as to monitor any deterioration or improvements in any subject area

- 2.9 To act as a contact for, and provide regular communications with, parents and attend and provide support at parent meetings in order to meet and discuss aspects of relevant pupil performance and find solutions to any potential problems
- 2.10 To design, manage, attend or help support any extra-curricular activities for those pupils under achieving and liaise with teaching staff with skills in specific subject areas to increase achievement levels through extra tuition
- 2.11 To ensure all tasks are carried out with due regard to Health and Safety
- 2.12 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.13 To adhere to the ethos of the school
 - 2.13.1 To promote the agreed vision and aims of the school
 - 2.13.2 To set an example of personal integrity and professionalism
 - 2.13.3 Attendance at appropriate staff meetings and parents evenings
- 2.14 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

- 3.1 Supervising Officer's Job Title:
- 3.2 Level of supervision:
 - ~~1. Regularly supervised with work checked by supervisor~~
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
 - ~~3. Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

- 5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications		AF/C

NB: Full regard must be paid to overseas qualifications.		
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.