June 2025

Dear Candidate

Thank you for your interest in our Academic Intervention Support Officer vacancy. I hope that the provided information is helpful in encouraging you to apply for what is a vital role in our school.

We are looking to appoint an enthusiastic and courteous Academic Intervention Support Officer to join our Academic Intervention Support team, starting in September 2025, at De Aston School, for:

* 35 hours per week – Monday to Friday 8:15am to 3:45pm.
* 39 weeks per year + 5.6 weeks paid holiday.
* Salary point 12 - £21,426 (FTE: £26,409).

We are seeking a highly motivated and well organised Academic Intervention Support Officerto work with our students, and their families, to support their academic progress and combat underachievement.

The successful candidate will have:

* A Levels or NVQ level 3 equivalent in relevant subjects.
* Strong communication, organisational, and ICT skills.
* The ability to multitask and cope well under pressure.
* Effective time management and prioritising skills.
* Proactive and positive approach to problem solving.

We offer:

* A warm, welcoming atmosphere.
* A genuinely committed, supportive and successful team.
* Excellent CPD opportunities.
* An outstanding reputation centred around the promotion of evidence-informed pedagogy.
* Good work/life balance.

As Headteacher, I am passionate about evidence-informed pedagogy. If you join us, you will be joining a school that believes in investing in you, so you are able to develop your knowledge and skills. We are a friendly, successful and vibrant 11-18 school, with excellent facilities and a genuinely comprehensive intake. We are a rural school, very much at the centre of the local community. We are a growth mindset school and believe that our motto (Believe. Strive. Achieve.) captures our philosophy and energy.

We are a school that cares about its staff. During our recent Ofsted inspection, the Inspector commented that:

“Leaders are considerate and supportive of the workload and well-being of staff. Senior leaders have high expectations of staff and are mindful of staff’s workload.”

“Staff say that they feel valued and appreciated. Morale is high. One member of staff summed up the views of many, by sharing that the school is ‘one big family’.”

The Academic Intervention Team is a dedicated and collaborative group committed to supporting students who are experiencing academic challenges. The team comprises three key roles: the Academic Intervention Support Officer, the EAL (English as an Additional Language) Intervention Support Officer, and the Disadvantaged Intervention Support Officer. Working closely together, they provide targeted, short- to medium-term support to individual students or small groups, helping them overcome barriers to learning and re-engage with their academic progress. All interventions are delivered in a dedicated, well-resourced workspace designed to foster focus and confidence. The team operates under the guidance and support of the Assistant Headteacher, ensuring alignment with whole-school strategies and student success initiatives.

De Aston is a school with a total commitment to comprehensive education and has an outstanding academic and pastoral record. The school’s ethos is supportive in ensuring students are happy, challenged appropriately, enjoy their learning and achieve well, no matter what their background is.

We are proud of our success at receiving Careers Mark Gold and ESU Affiliate status. This reflects not only the commitment to and from a dedicated and hardworking staff, but also the enthusiasm and involvement of pupils, and the significance of the school to its locality, which it supports through a number of social, cultural and sporting activities at a level which is surprising given the relatively small size of the town.

The successful candidate may be assured that they will be working as part of a committed school staff and will find a good programme of professional support and career development within the department, and the school.

Lincolnshire, as a county, offers excellent value for money in the housing market and consequently our standard of living is higher than in other areas of the country. The countryside around Market Rasen is outstanding as we are situated on the edge of the Lincolnshire Wolds which is fast becoming a popular choice as a holiday destination and a good place to live, whilst also having the benefits of the historic city of Lincoln 30 minutes’ drive away.

Please contact Mrs Alice McNeill, PA to the Headteacher, via [vacancies@de-aston.lincs.sch.uk](mailto:vacancies@de-aston.lincs.sch.uk) or 01673 840 828, should you require any further information, or you would like to arrange a visit.

If you feel you can inspire, challenge and achieve at De Aston then we would be delighted to hear from you.

The closing date is **9am Wednesday 25th June 2025**. With shortlisting taking place on Wednesday 25th June 2025 and the interviews being held on **Wednesday 2nd July 2025,** however we reserve the right to interview and make an appointment prior to the closing date.

To apply please complete our [application form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EfeHLZsh-dZNu7b6no0MsHIBg6pdHDwEHbPr7M29Thxgfw?e=eZNKbd) and send it to Mrs Alice McNeill at [vacancies@de-aston.lincs.sch.uk](mailto:vacancies@de-aston.lincs.sch.uk). Please ensure you also include your completed [self-declaration form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EbLj81CAop1HvH8LgPZH9mgBWkUoxBrnWvkfiQqsFiPZWg?e=p021aF) and [equal opportunities monitoring form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EbOgfmYxPn5FttwU7gf1a9sB_SDi29kDUzJVlOq9hqvCxg?e=BVHr5s). Please note we do not accept CV’s.

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The School is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive and diverse environment for all employees and students.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Simon Porter

Headteacher

Enc: Job Description, Person Specification

*De Aston School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks.  All pre-employment checks are in line with Keeping Children Safe in Education.*

**Job Description**

Reports to: Assistant Headteacher

Salary Point: 12

**Main Purpose of the Role:**

To work with targeted students and their families to combat underachievement. Under the direction of the Assistant Headteacher the postholder will challenge and support the students, help with organizational and study skills and be a key point of communication with the school.

**Core Responsibilities and Tasks:**

* To work with the Assistant Headteacher to identify students who are showing signs of underachievement.
* To be responsible for organizing targeted support for identified students, including assisting with organization, coursework, mentoring and study skills.
* To assist with the organization and running of appropriate mentoring programmes for these students.
* To liaise with school staff, including subject teachers, Heads of Year, tutors and administrative staff to help track and monitor student progress.
* To act as a point of liaison and, where appropriate, to work with the families of targeted students, to ensure effective channels of communication and strategies are deployed to support student learning.
* To liaise with relevant external agencies in order to offer appropriate additional support for targeted students.
* To support the Assistant Headteacher with the development of systems to support student tracking.

General:

* The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
* The postholder is required to carry out the duties in accordance with the school’s policies.
* All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.
* The postholder is required to carry out the duties in accordance with the school’s Health and Safety policies and procedures.
* The postholder is expected to pursue and promote the achievement and integration of diversity and equality of opportunity throughout their activities.
* The postholder is required to participate in the school’s performance management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
* The postholder is expected to main high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

**Qualifications and Experience:**

* A Levels or NVQ level 3 equivalent in relevant subjects.
* Degree level qualification in a relevant subject would be desirable.
* Good ICT skills, with the ability to use databases.
* Ability to multitask and work under pressure in a busy school environment.
* Proactive and positive approach to problem solving.
* Excellent written and verbal communication skills.
* Experience and the ability to work with a range of young people and their families.
* Experience and ability to communicate with a diverse range of colleagues.

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**Person Specification**

This person specification provides an indication of the skills, experiences, abilities and values that we are seeking for in a KS5 Intervention Support Officer. We are interested in candidates with the potential to make a substantial contribution to De Aston and we are committed to developing, through CPD, the successful candidate.

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| --- | --- | --- | --- |
| **Attributes** | **Criteria** | **How Identified** | **Rank** |
| Education and Training. | 1. A Levels or NVQ level 3 equivalent in relevant subjects. 2. Degree level qualification in a relevant subject. | A  A | Essential  Desirable |
| Skills and level of experience. | 1. Good ICT skills. 2. Experience of raising standards and confidence of students. 3. Good awareness of the concerns and issues facing students. 4. Experience and the ability to work with a range of young people and their families. 5. Experience and ability to communicate with a diverse range of colleagues. 6. To be able to accommodate changes to working hours when the role requires it. 7. Recent experience of working with 11 – 16 year olds within a school environment as an intervention support officer, additional needs worker, teacher, etc. 8. A clear educational vision of the role of Academic Intervention Support Officer in supporting students and integrating them into the school environment. | A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I | Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Desirable |
| Abilities, behaviours, attitudes and values. | 1. Ability to work in a way that promotes the safety and wellbeing of children and young people. 2. Great degree of resilience. 3. Seek to help children rather than help themselves through children. 4. Self-aware and sees how their behaviour impacts on children and adults. 5. Open to showing ideas and not work in isolation. 6. Courage to take action to protect children from harm. 7. Able to establish and maintain good professional relationships with learners, parents and colleagues. 8. Experience of working successfully and co-operating as a team member. 9. Able to work on own initiative. 10. Ability to communicate effectively and professionally. 11. Commitment to continued personal development. 12. Enthusiastic and hardworking. | A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| Any Additional Factors. | 1. Willingness to contribute to the extra-curricular provision in school. | A & I | Essential |

**Key:** A = Application I = Interview

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