

Job Specification

Post Title: Intervenor (Special Schools)

Job Evaluation Code: PR1556

Reporting to:

Supervision Activities Relating to Teaching and Learning:

Classroom Teacher

Line Management:

Headteacher/Deputy Head/Assistant Head/Senior Teaching Assistant

Location: Oakfield Park School **Grade:** g6

Service Area: Family Services Education

Workstyle:

Overall Purpose of the Post:

To work collaboratively with the teacher in meeting the personal, social and curriculum related needs of pupils with multiple sensory impairments and / or learning disabilities pupils.

Knowledge, skills and experience requirements for the post.

	Essential	Desirable
Qualifications/ Training	<p>Qualified or willing to work towards Support Work in Schools (S.W.I.S.) Level 2</p> <p>Level 2 Numeracy/ Literacy or willingness to work towards this</p> <p>Recognised intervener qualification</p>	<p>Supporting Pupils with S.E.N. 2 or 3</p> <p>Or</p> <p>Support Work in Schools (S.W.I.S.) Level 3</p>

Knowledge & Skills	<p>The ability to relate well with children with special educational needs</p> <p>The ability to work with adults.</p> <p>The ability to work as a member of a team.</p> <p>Appropriate knowledge of first aid</p>	<p>Use of Technology e.g. ICT.</p> <p>Child Protection issues</p> <p>Health, Safety & Security issues.</p> <p>Data Protection issues</p>
Experience		Working or caring for children.
Physical Skills		
Competencies and Other Skills	<p>Good communication and interpersonal skills.</p> <p>Basic/computer/keyboard skills</p> <p>Ability to use own initiative and identify when assistance is required</p>	

Responsibilities and accountabilities

To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).

To act as the eyes and ears of the pupil with multi-sensory needs, relaying what is seen and heard including all spoken/non-verbal contributions, body language and environment.

To implement multi-sensory programmes with individual pupils or small groups appropriate to the developmental needs of individual children throughout different curriculum areas.

To be involved in the planning and development of independent social and interpersonal skills and to undertake activities to support the multi-sensory needs of pupil(s).

To assist the teacher in the devising of pupil's individual targets and their monitoring and review.

To record work on a regular basis and to contribute and assist the preparation of reports as required.

To monitor an individual pupil's progress, achievements and concerns in line with EHCP requirements.

To support the teacher with individualised specific and differentiated ideas, materials and learning strategies for lessons.

Following consultation with the teacher, to communicate with parents and outside agencies as appropriate.

Undertake marking of pupils work and record achievement.

To be familiar with the content of the school curriculum in such a way as to be able to independently differentiate delivery for a named student.

In addition to the above duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts:

To provide particular support for individual pupils or groups of pupils with special educational needs assisting with their learning activities, providing supervision and care.

Where appropriate to support the integration of pupils into mainstream education.

To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters. This includes toilet training, feeding and positioning.

To carry out medical procedures including administering medication, undertaking specialist feeding programmes and suctioning procedures. (These duties are to be undertaken following appropriate training).

To prepare the classroom as directed for lessons and to clear afterwards.

To assist with the display of work.

To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy.

To report to the teacher or line manager on pupil progress and achievements in accordance with school policy.

To assist the teacher or the line manager with the implementation of individual behaviour/education plan.

To facilitate physical, therapeutic and multisensory programmes with individual and small groups of pupils.

To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.

To provide general support with learning activities (e.g. literacy, numeracy, communication) to enable pupils to understand instructions and to ensure they remain on task.

To assist with the maintenance of equipment and resources.

To assist pupils in using resources e.g. ICT.

To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the post holder's contractual hours.

To participate in school visits, assisting with activities as required.

To undertake routine clerical duties including bulk photocopying and collecting dinner monies.

Other duties commensurate with the grade of the post as directed by the Headteacher.

Responsibilities for resources

People: None

Budgets: None

Physical Resources: Effective use of learning materials and resources.

Characteristics of the post:

The ability to occasionally attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

Employment checks required of this post:

Evidence of entitlement to work in the UK.

Evidence of essential qualifications – see page 1 of this specification.

Two satisfactory references.

Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure.

Confirmation of medical fitness for employment.

Registration with appropriate bodies (where applicable)

Signed _____ Date _____

Signed _____ Date _____

Headteacher