



THE **HOLMESDALE** SCHOOL

Dedicated to Community, Committed to Equality, Striving for Excellence



**Intervention and Inclusion
Room Manager
The Holmesdale School
Information**



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Welcome

Dear Applicant

Make a Difference in Young Lives: Join Our Vibrant School as a (INSERT JOB TITLE).

Imagine stepping into a welcoming community where dedicated educators are passionate about making a real difference in the lives of children. At The Holmesdale School, a growing school with a strong sense of belonging, that's exactly what you'll find. As a (INSERT JOB ROLE), you'll play a vital role in ensuring our students thrive in a safe, supportive, and stimulating environment.

The Holmesdale School, a growing school dedicated to community, equality, and excellence, is looking for someone like you!

Why Choose The Holmesdale School?

- **Make an Impact:** Be a direct influence on young minds, shaping their learning journey and fostering their confidence.
- **Thrive in a Supportive Environment:** Enjoy collaborative teamwork with passionate colleagues who offer ongoing support and mentorship.
- **Develop Your Skills:** Access exceptional professional development opportunities, including NPQ qualifications and Masters programs, to advance your career.
- **Join a Leading Trust:** Be part of Swale Academies Trust, a highly successful organisation dedicated to continuous improvement and innovation.
- **Become Part of Something Special:** Contribute to a school with a strong sense of community, celebrating diversity and nurturing independent, resilient learners.

What Makes You the Perfect Fit?

- Do you possess infectious enthusiasm and a genuine passion for helping children learn and grow?
- Are you a natural communicator who excels at building positive relationships with students of all ages and abilities?
- Do you have a strong sense of responsibility and a commitment to safeguarding children's well-being?
- Previous experience in a school environment is a plus, but your dedication and eagerness to learn are even more valuable.

Ready to take the next step?

Visit our school or apply today and discover how you can:

- **Make a real difference** in the lives of children.
- **Develop your leadership skills** in a supportive and dynamic environment.
- **Join a thriving school community** dedicated to your success.

Don't miss this exciting opportunity! Apply now and let's shape the future of The Holmesdale School together.

Yours faithfully



Glenn Prebble

Headteacher

Job Description

Job Title: Intervention and Inclusion Room Manager
Grade: SAT D
Responsible to: Assistant Headteacher - Behaviour

PRINCIPAL RESPONSIBILITY

To lead, manage, and coordinate varying levels of targeted behaviour intervention and support for students requiring assistance to improve their behaviour, while rigorously monitoring and communicating their overall behaviour, attendance, and academic progress within a designated community.

Key Accountabilities:

Leadership & management of student welfare and progress

- To proactively design, deliver, and coordinate varying levels of targeted intervention and support strategies, ensuring all students who require support to improve their behaviour receive structured, tailored assistance led directly by the Intervention Manager.
- To create and maintain an inclusive community ethos in complete alignment with the school's overarching values and ethos.
- To act as an inspirational role model for both staff and students, championing high standards and a growth mindset.
- Ensure the consistent and robust implementation of school behaviour and reward policies within the intervention space.
- Ensure the consistent implementation of attendance and punctuality procedures for all students utilising the inclusion and intervention provisions.
- Promote and celebrate community activities and individuals' milestones and achievements to reinforce positive behavioural transformation.
- Support and actively challenge individual students whose behaviour is a concern through tailored Pastoral Support Programmes (PSPs), behaviour plans, and other structured school strategies.
- Manage behavioural incidents promptly, safely, and effectively, utilizing restorative practices and de-escalation interventions.
- Maintain proactive, effective communication with the SENCO to ensure that vulnerable or high-need students receive fully integrated, wrap-around intervention support.
- Liaise and work closely alongside the Designated Safeguarding Lead (DSL), as and when appropriate, on any safeguarding or child protection concerns.
- Share clear insights and data with middle leaders, or the Senior Leadership Team (SLT) as appropriate, regarding any concerns about academic progress being made in class by students undergoing intervention.
- To insist on high standards of co-operation and positive behaviour from students, initiating firm and constructive remedial action as necessary.
- To insist on high standards of school uniform and personal presentation, initiating prompt corrective action as necessary.
- Ensure that all school staff are kept fully aware of which students are currently placed in the Inclusion Room and the specific intervention strategies being applied.
- To request suitable academic work for each student from their class teacher(s) and/or Subject Head(s) with as much notice as possible to minimise learning disruption during interventions.
- To systematically register all students attending the room to maintain impeccable safeguarding and attendance tracking.
- To enable, guide, and support students to deeply reflect on their behaviour, helping them identify personalised, constructive strategies to avoid repeating negative behaviours.
- To manage and supervise students safely and constructively during break times.
- To maintain a highly structured, calm, and inspiring learning and reflection environment in the Inclusion Room, including up-to-date and positive educational displays.

Job Description

- To ensure that all completed academic work is carefully compiled and promptly returned to the respective department for marking.
- To actively support students' learning and academic progress where possible during their intervention sessions.
- To communicate any operational problems or escalated incidents swiftly to the Line Manager and/or SLT on duty.
- To liaise regularly and professionally with parents, students, and school staff as required to ensure consistency in behaviour expectations.
- Follow all of the school's safeguarding and child protection procedures with absolute diligence.
- Ensure that all students in the room are dynamically supervised at all times.
- To continuously monitor, track, and record student progress and behavioural improvements while they are in the Inclusion Room.

Additional Responsibilities

- To rigorously review, track, and evaluate the short- and long-term impact of behaviour interventions, refining approaches based on data outcomes.
- To maintain comprehensive, accurate, and up-to-date student behaviour and intervention records on the schools MIS
- To communicate efficiently with parents, guardians, and external stakeholders through the school's communication platforms.

Effective Communication

- Together with the Assistant Headteacher, co-ordinate, synthesise, and action all information received from staff, parents, and outside agencies regarding individual students requiring behaviour support.
- Respond promptly to parental communication and act as an available, welcoming point of contact for effective home-school liaison.
- To keep parents actively informed of students' intervention progress, making regular contact and inviting them in for collaborative meetings as necessary.
- To keep school staff fully informed of outcomes, strategies, and reintegration plans following intervention actions.
- Keep meticulously accurate, chronological records of all communications with parents and external agencies.
- Ensure all critical data and information in student physical and digital files are kept accurately and securely.

Health & Safety

- To promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of intervention services and the professional treatment of others.

Safeguarding

- The Holmesdale School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.
- All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Holmesdale School.
- Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Person Specification

Qualifications	Essential / Desirable
Level 2 qualifications in English and Maths	E
Experience	
Experience of working with young people in a learning environment	D
Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.	E
Understanding of relevant policies, codes of practice, legislation.	E
Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving. (Growth mindset)	E
Must have excellent communication skills, both verbal and written.	E
Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.	E
Knowledge of Bromcom an advantage although training will be given.	D



Working at The Holmesdale School

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- On-site Parking

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Cycle to Work scheme

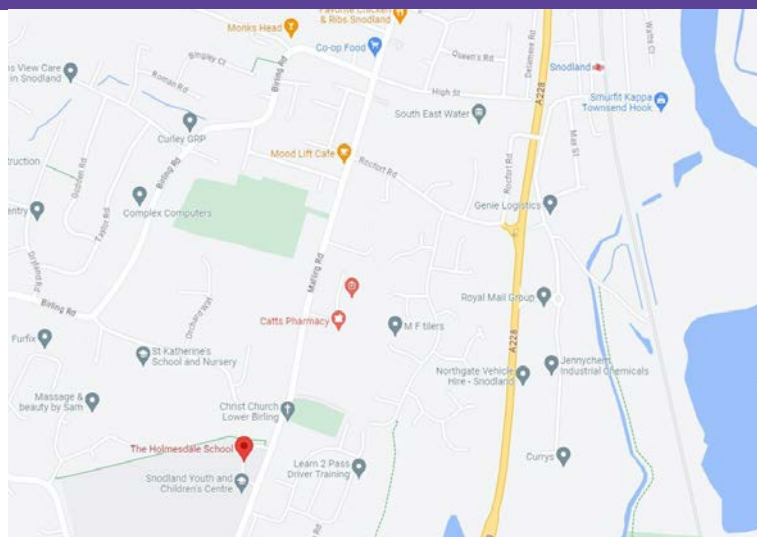
Finding Us

The Holmesdale School
Malling Road, Snodland, Kent ME6 5HS

01634 240416
THS_Office@swale.at

Closest Train Station: Snodland Station
Approx. 18 minute walk

Closest Bus stops:
The Holmesdale School - 71, 149, 151, 549, 575





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to louise.bates@swale.at or by post to the following address:

Louise Bates
The Holmesdale School
Malling Road
Snodland
ME6 5HS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Holmesdale School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

- Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:
- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

Swale

ACADEMIES TRUST



OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

OUR VALUES

Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

Agility

We are curious and innovative, embracing both challenge and change.

Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.



Swale ACADEMIES TRUST

