Information for candidates

**Intervention Assistant**

Salary Range

C1

£19,037 - £21,018 (actual salary)

TTO + 5 days

Ralph Thoresby School

Holtdale Approach

Leeds

LS16 7RX

Telephone: 0113 3979911

Email: [headteacher@ralphthoresby.](mailto:headteacher@ralphthoresby.)com

Headteacher: Mr Will Carr



**Contents**

|  |  |
| --- | --- |
| **Page** | **Item** |
| 3 | Letter from the Headteacher |
| 4 | The Selection Process |
| 7 | Person Specification |
| 5 | Job Description |
| 8 | Beliefs, aims and expectations |

November 2021

Dear Candidate,

Thank you for expressing an interest in applying for the post of Intervention Assistant at Ralph Thoresby School.

This is an exciting time to be joining Ralph Thoresby School. In October 2018, the school was judged GOOD by Ofsted once again, consolidating the significant improvements made in recent years. Educational outcomes are consistently strong at all levels. Students make good progress because, ‘the working atmosphere in classrooms is positive’ and ‘pupils take pride in their work’ (Ofsted).

The School is a mixed comprehensive community school with approximately 1,000 students on role. 30% of our students come from ethnic minority backgrounds and we have a resource provision for physically and visually impaired students which really adds to the positive and harmonious atmosphere around school. Our superb, modern school building further enhances the atmosphere and supports students’ learning. ‘This is a school where staff and pupils celebrate diversity and promote values of tolerance, mutual respect and care for others’ (Ofsted).

We have an excellent 6th form partnership arrangement with Lawnswood School (another GOOD local school) and together we offer post-16 provision to rival the best in the city – ‘The quality of provision for post-16 students remains good. Students make consistently good progress over time’ (Ofsted). We are a Trust school in partnership with several of our local partner Primary schools. We are also part of the successful and highly regarded Red Kite Alliance teaching school and work closely with the Red Kite Learning Trust. ‘Partnership working is strong’ (Ofsted).

Our school motto is ‘ambition and achievement for all’. We firmly believe in giving all students the opportunity to achieve their very best regardless of the circumstances in which they find themselves.

We are excited about the future here at Ralph Thoresby and, having read the information included in this pack, I hope you feel you can play an important part and submit an application. Please also ensure that you visit our website which will give you an insight into the work of the school. I look forward to welcoming you to the school as a candidate in the near future.

Yours faithfully,



Mr Will Carr (Headteacher)

**THE SELECTION PROCESS**

**How to Apply**

Thank you for taking time to read and digest our information. If you wish to apply for the post of Intervention Assistant at Ralph Thoresby School then you should:

* Complete fully the enclosed application form, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
* Support your application with a covering letter detailing how your experience and qualifications fit the role of Intervention Assistant.
* Submit your letter and application by email to be received by Wednesday 8th December 2021, no later than 12noon on this date.

Please address all return mail to;

Mrs D Maw

PA to the Headteacher and Senior Leadership Team

Ralph Thoresby School

Holtdale Approach

Leeds

LS16 7RX

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timetable for the selection process**

* Post advertised in Leeds CC Bulletin: Wednesday 24th November 2021
* Closing date for applications: 12noon Wednesday 8th December 2021
* Short listing: Thursday 9th December 2021
* Invitation to interview by telephone: Thursday 9th December 2021
* Confirmation by email: Thursday 9th December 2021
* Reference requested: Upon shortlisting
* Selection day scheduled: W/c Monday 13th December 2021

**SEN Department – Intervention Assistant**

We are seeking to appointment an Intervention Assistant to manage and oversee an Intervention Room supporting students with additional needs. We are an inclusive school and aim to achieve the best for our students. This new role will support the needs of the school enabling students to access interventions that will aid their education and wellbeing.

We hope the right candidate can work closely with others as well as independently, be highly organised, motivated and with the desire to see student’s flourish.

We want to provide our students with the correct avenue of support to help them succeed, your role would be to facilitate targeted interventions, training will be provided either in house or through outside agencies.

Generally, the role would involve you working in small groups or 1-2-1. Any experience of working with students or in the teaching profession would be desirable but not essential.

Schools are a busy place to work, where no two days are the same but the rewards within supporting students can be so great. The ideal candidate would need to flexible and work in an ever-changing environment.

Please feel free to contact school should you wish to find out more and we hope we get the chance to meet with you at interview.

|  |  |
| --- | --- |
| **Ralph Thoresby School** |  |
| **Job Description**  **Job Title: Intervention Assistant** |  |

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

|  |  |  |  |
| --- | --- | --- | --- |
| **Accountable to:** | SENCO, SENCO Assistant | **Line Managing:** | N/A |
| **Post type:** | Permanent | **Salary/Grade:** | C1 TTO plus 5 days |
| **Liaising with:** | Students, Teachers, Support staff, parent/carers | | |

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of student and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (CRB).*

|  |
| --- |
| **Every member of staff is required to:** |
| * Work towards and promote the vision, beliefs, aims and expectations outlined in the School Improvement Plan * Support and contribute to the achievement of every student’s outcomes * Support and contribute to the safeguarding of all students * Undertake professional development activities to enhance personal development and performance * Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff. |

|  |
| --- |
| **Main duties include:** |
| * Support vulnerable and disadvantaged students in Intervention Base * Plan and provide interventions for small groups of students or one to one if required * Interventions will mostly be linked to classroom learning and have a literacy/numeracy focus however other interventions will also be required i.e social skills, Speech and Language, interventions to support autistic students, ASDAN, Lexia * Provide Quality feedback to students throughout their time in the intervention at regular intervals * Provide regular feedback to the SENCO * Assess students at the start of the intervention and review assessments at the end of the intervention period * Work with classroom teachers and heads of department to ensure content best matches and supports in improving their level of knowledge * Liaise with staff, parents and students to ensure high levels of attendance and engagement * Support in class if required and carry out any other duties as directed by the SENCO * Attend regular CPD (training) as appropriate to the role and the school * Support with duties as required * Offer a safe space to any vulnerable students at break/lunch time * Be a student coach, building relationships with a small group of students to provide support |
| **All support staff are required to:** |
| * Supervise and support students ensuring their safety and access to learning * Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs * Promote the inclusion and acceptance of all students * Encourage students to interact with others and engage in activities led by the teacher * Encourage students to act independently as appropriate * Prepare classroom as directed for lessons and clear afterwards and assist with the display of student’s work * Be aware of student’s problems/progress/achievements and report to the teacher as agreed * Undertake student record keeping as requested * Support the teacher in managing student behavior, reporting difficulties as appropriate * Gather/report information from/to parents/carers as directed * Provide clerical/administrative support * Support students to understand instructions * Support students in respect of local and national learning strategies – literacy, numeracy, KS3, early years, as directed by the teacher * Support students in using basic ICT as directed * Prepare and maintain equipment/resources as directed by the teacher and assist students in their use * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop * Appreciate and support the role of other professionals * Participate in training and other learning activities and performance development as required * Accompany teaching staff and students on visits, trips and out of school activities as required * Able to communicate professionally with a wide range of people * To work as part of a team to provide a good level of support * Be aware of data protection and confidentiality * Contribute to the safeguarding and promotion of the welfare and personal care of all students with regard to the Safeguarding and Child Protection Procedures. * Project a positive, pro-active approach to their duties within the school * Able to produce documentation using word * Be flexible in terms of working hours |

|  |
| --- |
| **Additional Duties** |
| * Contribute to the life of the Ralph Thoresby School community, and to support its ethos and policies. * Undertake any other duties that are commensurate with the role. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Compiled by:** | S Scargill | **Date:** | November 2021 |

**Teaching Assistant Level 1 – person specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Evidence |
| Qualifications & Experience | Good numeracy/literacy skills  Participate in development and training opportunities | GCSE in Maths and English | Provide evidence by producing certificate  Application form and Certificate |
| Skills & Knowledge | Use basic technology, computer, photocopier  Ability to relate well to students and adults  Ability to work constructively as part of a team  Working with or caring for students of relevant age  Understanding classroom roles and responsibilities and your own position within these | Experience of delivering intervention sessions  To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection | Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process |
| Personal qualities and skills | Ability to build and maintain good relationships with students and staff  Proactive and positive approach to work  Contribute to the life of the Ralph Thoresby School community, and to support its ethos and policies.  Undertake any other duties that are commensurate with the role. | Ability to ask for help if required | Application form.  Interview  References |
| Special Requirements | Flexibility as occasionally may be required to work outside normal working hours |  | References & selection process |

***Beliefs, aims and expectations***

**At Ralph Thoresby School we BELIEVE in:**

* High expectations for all.
* Excellence in all we do.
* Determination and resilience.
* Respect and tolerance.
* Creativity and independent learning.

**At Ralph Thoresby School we AIM to:**

* Achieve success in all areas of school life.
* Ensure that all students enjoy school and are fully engaged in learning.
* Create an inspiring place to learn where all students are safe and well supported.
* Be fully inclusive and committed to opportunity for all.
* Prepare students for life through strong links with local businesses and excellent career development.
* Build strong community links, including with parents and carers.
* Develop confident, articulate and responsible young citizens.
* Create an ethos of mutual support and encouragement amongst our students.
* Promote values of tolerance and respect.

**Our EXPECTATIONS are:**

**For Students:**

* To arrive at school and lessons on time every day, correctly dressed, fully equipped and ready to learn
* Calm, polite and considerate behaviour towards all others.
* To aim high, be committed and make the most of your ability.
* To take responsibility for your learning – be an active learner.
* To always uphold school values, aims and expectations.

**For Staff and Governors:**

* To be positive, professional role models in promoting school values, aims and expectations.
* To be committed to student achievement and demand the best from our students.
* To develop an engaging curriculum and deliver consistently excellent lessons.
* To demonstrate and encourage independence and leadership.
* To treat everyone with dignity, building relationships rooted in mutual respect.

**For Parents / Carers:**

* To support your children in achieving their goals.
* To fully support school staff, policies and initiatives.
* To encourage students to achieve their potential.
* To take an active role in your child’s learning, attending school events wherever possible.
* To ensure that your child attends school and arrives on time every day, fully equipped and ready to learn.