



Ormiston Bolingbroke Academy Job Description

Job Title: Intervention Centre Manager

Salary Range: OAT Grade 7, SCP 26 – 30, £25,854 - £28,682 pro rata (Full Time Equivalent £30,984 - £34,373)

Working hours Mon – Thurs 8am to 4pm & Fri 8am to 3.30pm Term Time, plus 2 weeks during holidays – dates TBC.

Responsible to: Assistant Principal Behaviour

Purpose: This is an exciting opportunity to be part of a new strategy to support the academy's vision of Dare to Shine through courage and choices. Our intervention centre is designed to provide support to those students whose behaviours and additional needs make it difficult to access lessons successfully. We also aim to provide support for those who would otherwise receive suspensions from school and those who need a more intensive programme.

Main aspects of the post:

- Oversee the day to day running of the centre, liaising with teachers and support staff.
- Deliver sessions to a group of students or on a 1 to 1 basis.
- Liaise with Heads of Year and AP behaviour KS3 and KS4 to determine which students will form part of the programme.
- Provide and oversee intensive mentoring of students to ensure a successful reintegration into the main body of the academy.
- Review progress weekly with parents and students.
- Manage the students' transition back to mainstream.
- Provide an effective space for students to develop their social and emotional intelligence in order to make the right choices.
- Build positive relationships with students and parents through effective implementation of support strategies.
- To record and evaluate the attendance of students in the centre.
- To report to SLT and heads of year on the progress of all students attending the centre, including effective strategies and next steps.
- To communicate to all staff on the progress of students in the centre.
- Produce resources to support students' personalised intervention plans.
- Develop reintegration packages for students and support the transition by attending lessons with them.
- Contribute to the vision and ethos of the academy.
- Liaise with parents and attend all relevant meetings.
- Undertake any training required to support the role.

Vision and Purpose:

- To liaise with colleagues at other Ormiston Academies to support strategic development, share good practice and plan collaborative activities.
- Provide high quality teaching throughout the school, as required.
- Raise student attainment.
- To maximise the learning experiences and achievement of students in assigned classes.
- Monitor and report on student progress.
- Contribute to the activities of designated curriculum areas.
- To ensure that Ormiston Academies Trust is always presented positively within and beyond the Academy.

All staff are expected to:

- Continue personal professional development and engage actively in the PM process.
- Actively promote and follow the school's policies and procedures.
- Comply with any reasonable request from the Principal or other school manager to undertake work of a similar level that is not specified in this job description.
- Play a full part in the life of the school and support its vision and ethos.

Other specific duties:

- Be a Form Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the tutor group as a whole.
- Liaise with Academic Managers and Pastoral Managers to ensure implementation of the school's pastoral system, for example re strategies to promote attendance, participation in other aspects of school life, behaviour for learning, rewards, effective registration and assemblies.
- Implement and deliver agreed learning activity programme(s) for tutor time.
- Undertaking any other professional duties of the Principal which are reasonably delegated to her/him by the Principal or Board of Governors.
- May be involved in the recruitment

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.

Context

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy and sometimes pressurised environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Relevant qualification or experience. • Regular, recent and relevant participation in continuing professional development. • GCSE or equivalent in Maths & English. 	
Professional Experience	<ul style="list-style-type: none"> • Successful supervision and delivery of learning experiences with Key Stages 3-4. • Be able to demonstrate the ability to ensure students make good progress. • Able to motivate, challenge and inspire students. • Ability to create an excellent climate for learning. 	<ul style="list-style-type: none"> • Able to use imaginative approaches to develop best practice. • Able to use a range of ideas to encourage best practice.
Knowledge and Understanding	<ul style="list-style-type: none"> • Familiarity with the current syllabus at KS 3 - 4. • Able to use a range of strategies to promote learning. • Able to effectively use ICT for learning. • Organise and develop resources within the department when required. • Knowledge and understanding of self-assessment and QA procedures. 	<ul style="list-style-type: none"> • An understanding of how Assessment for Learning can be used to enhance students' performance.
Personal Qualities and Skills	<ul style="list-style-type: none"> • A determination, conviction and commitment towards success for the Academy. • Able to enthuse and effectively communicate your specialist subject to students, both written and orally. • Demonstrate a passion for improvement. • A strong commitment to your own professional development. • Well organised. • High level of interpersonal and communication skills. • Flexible, inclusive, pragmatic and resilient. • A commitment to developing achievement of the department. • Contribute and participate in extra-curricular activities. • Aligned to the vision and values of the Academy. 	<ul style="list-style-type: none"> • Interested in new developments and challenges.