



Hartsdown Academy



➤ Intervention Coordinator

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## Appointment Details

**Job Title:**

Intervention Coordinator

**Reporting to:**

SENCO

**Employment Status:**

Term Time only / Permanent

**Job Location:**

Hartsdown Margate

**Closing Date:**

25th March 2026 12pm

**Interviews:**

TBC

**Start Date:**

As soon as possible

## The School

### Our Just Cause

At Hartsdown we are on a mission to provide an 'Education for an amazing life'. Every day, we embody our STRIVE values - Scholarship, Teamwork, Resilience, Integrity, Vision, and Excellence - we use these values to guide us. We ensure that, no matter what, we help our students to pursue their ambitions.

We are a school that places the individual needs of our students at the heart of every decision. This commitment shapes our culture, curriculum, pedagogy and decision making every day; ensuring that every member of our community has the opportunity to thrive and make a meaningful impact: locally, nationally, and globally.

Being part of the Hartsdown family means joining a mission to create a better and more peaceful world; one where education is about academic success, alongside developing compassionate, kind, purposeful individuals who are ready to make a difference in the world.

## Our Pillars

Academic Ambition	Opportunity	Culture
Outcomes / Progress Teaching & Learning Curriculum 6th Form GCSE / Vocational MYP Destinations	Student Leadership The Arts / Drama Sport House activities Careers Trips Enrichment	Hartsdown Culture - Relationships STRIVE Values Safeguarding SEN Routines High Expectations Celebration Attendance



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## **The Role**

We are looking for ambitious people who want to change students lives. Someone who is committed to getting the very best out of every child. If this describes you we will give the training and support to deliver outstanding SEN provision. The role is highly flexible and term time only and is suitable for somebody wanting to pursue a career in teaching or somebody who simply wants to see children thrive and is seeking a job to fit with other responsibilities. In either case Hartsdown is committed to developing our staff. The successful candidate will have numeracy and literacy skills and be able to relate well to children and adults, understanding their needs and being able to respond accordingly.

## **The Department**

Hartsdown's SEN department is highly regarded across Kent and members of the department have opportunities to influence SEN provision beyond Hartsdown.

The SEN department's role is to provide the highest quality support not only for our students but also for their parents, carers and all teaching staff. We provide a safe place for all SEN students at times when they are struggling and need some extra support. We work closely with students to provide them with key strategies they need to aid their learning and succeed.

Potential candidates would need to be able to run interventions based on the four areas of the code of practice. These are:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical needs

## **The Package**

Hours: Anything up to 35 hours per week Term Time, 8.30am to 4.00pm Monday-Friday

Salary: £24,800 pro-rata to £19,835

Pension: Local Government Pension Scheme

## **Benefits**

- An exciting environment where you can really make a difference
- Being part of a small local trust that is totally committed to its staff and children
- Significant opportunities for CPD and development within the school and trust
- Leadership training and pathways exist within the trust



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## Job Description

### General Description

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the SENCO

### Specific Responsibilities

The Interventions Coordinator will be a member of a team, under the leadership of the SENCO and Assistant SENCO. The post holder will:-

- Assist in the support and integration of students with Special/Additional Educational Needs within the mainstream school
- To support the development of suitable intervention programmes for students within the SEN department
- To provide support to staff in regards to the nature of appropriate differentiation for students
- To work direct with small groups of students or 1:1, where appropriate
- To maintain consistent records, which indicate the work carried out and the progress made by the named students and to provide regular feedback about the students supported
- To participate in the evaluation of support intervention programmes
- To work with regard to the SEN Code of Practice
- To attend relevant In-Service Training Courses and days
- Establish a supportive relationship with the children and parents concerned
- Liaise, where appropriate, with external agencies
- Encourage acceptance and inclusion of the child with special needs
- Provide feedback to students and colleagues concerning students' learning and behaviour
- Evaluate students' progress through a range of assessment activities and monitor students' participation, progress and responses to learning
- Keep such records of the children's development as are required by the school
- Assist the teaching staff in the smooth transition between educational phases

### Safeguarding Duties & Responsibilities

The successful candidate will need to satisfy the conditions appertaining to a satisfactory Disclosure and Barring Service (DBS) check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



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## Person Specification

Qualifications and Training	Essential	Desirable
GCSE/Functional Skills Maths and English - for an exceptional candidate, we will support the gaining of these qualifications	•	
Level 2 or 3 NVQ Teaching Assistant Qualification (or equivalent) with proficient practical skills		•
Experience		
Experience of working with children	•	
Experience of working with secondary age children		•
Experience of working within SEN		•
Skills and Knowledge		
Numeracy and literacy skills	•	
Basis IT skills	•	
Knowledge of policies and procedures relating to special educational needs, child protection, health & safety, security, equal opportunities and confidentiality	•	
Personal and Professional Attributes		
Able to relate to children	•	
Excellent interpersonal skills	•	
Ability to influence and encourage children	•	
Capacity to think creatively	•	
Personal organisation and efficiency	•	





Hartsdown Academy, alongside Dane Court Grammar School, King Ethelbert School, The Royal Harbour Academy, Newington Community Primary School and Cliftonville Primary & Pre-School, is a proud member of the Coastal Academies Trust, a family of schools committed to raising aspirations, transforming outcomes and lives across Thanet.

Being part of CAT gives our students and staff access to exceptional collaboration, shared expertise, and a strong culture of mutual support. Through trust-wide professional development, joint curriculum innovation, and a collective drive for excellence, we benefit from the strength of working together to ensure every young person thrives.



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