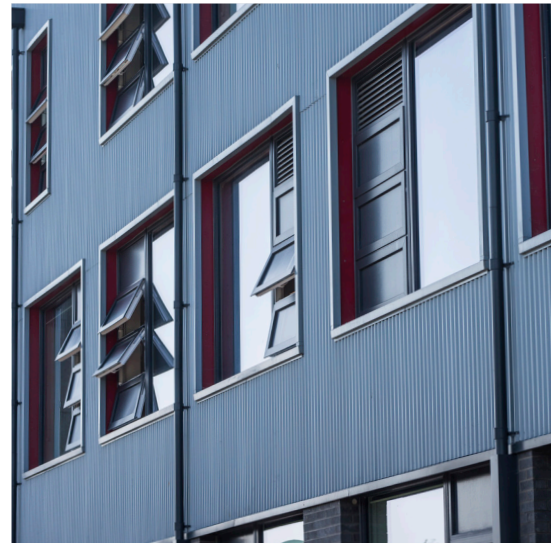




# Hartsdown Academy



**➤ Intervention Co-ordinator**



# > Intervention Co-ordinator

## Appointment Details

**Job Title:**

Intervention Co-ordinator

**Reporting to:**

SENCO/Assistant SENCO

**Employment Status:**

Term time only / Permanent

**Job Location:**

Hartsdown Academy, Margate

**Closing Date:**

4 October 2022

**Interviews:**

w/c 10 October

**Start Date:**

ASAP

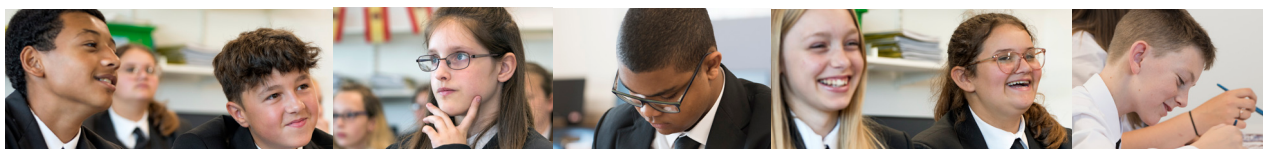
## The Department

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 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.





## > Intervention Co-ordinator

### 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 Package

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

Salary: £19,390 pro-rata to £15,272 (cost of living rise pending)

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
- Training/development opportunities within the nationally recognised PIXL programme

### Job Description

As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.

All staff will:

- play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example.
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated safeguarding lead)
- model Hartsdown values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartsdown as an outstanding school
- take responsibility for their own learning and development

**E:** [hainfo@hartsdown.org](mailto:hainfo@hartsdown.org) **T:** 01843 227957 **W:** [hartsdown.org](http://hartsdown.org)





## ➤ Intervention Co-ordinator

- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher.

### 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 dept.
- 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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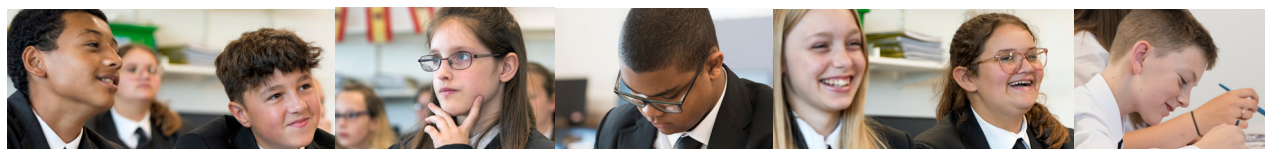




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## Person Specification

Qualification/s 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	●	
Basic 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	●	





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