

Job Description – Intervention Lead

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedures and Armley Park Primary School's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

Responsibilities:

- To plan and deliver a range of interventions to individual pupils and small groups of pupils throughout school. This may include interventions for speech and language, social and emotional needs or cognition and learning. *(Please state your strengths on your application)*
- To develop good relationships with pupils.
- To work collaboratively with colleagues to support pupils.
- To support colleagues to deliver interventions.
- To develop resources to support pupils across school and across the range of needs.
- To manage appropriate resources to ensure that they are used efficiently, effectively and safely.
- Under the direction of the SENCo, collate and prepare information relating to assessments and provide additional information which may be shared with outside agencies for additional support.
- Monitor and evaluate pupil progress to the intervention activities through a range of assessment and monitoring strategies against predetermined learning objectives, providing feedback and reports to the SENCo in order to provide evidence of the range and level of progress and attainment.
- Attend meetings which are relevant to the role.
- To liaise with relevant outside agencies in conjunction with the SENCo.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality. Reporting any concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall aims and values of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- To undertake training and other professional development opportunities as required.

Post Title:

Intervention Lead

Pay Grade:

C1 point 12-17 dependant on experience

£27711.00 - £30060.00 pro-rata

£14.36 - £15.58 per hour

Post(s) to which directly responsible:

Headteacher and SENCo

Purpose of post:

To deliver high quality interventions to individual pupils, or small groups of pupils, to support them to make progress within the curriculum.

Relationships:

The post holder will be required to work flexibly to deliver an effective service. There will be regular contact with school pupils, colleagues, and other members of staff, parent/carer(s) and other external stakeholders.

Physical Conditions:

This post is currently based at Armley Park Primary School. During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools. Armley Park Primary School has access via is all located on one floor which is fully accessible. This post is subject to an enhanced Disclosure and Barring Service check. Armley Park Primary School operates a non-smoking policy.

Economic Conditions:

Grade: NJC C1 point 12-17 £27711 - £30060 pro-rata £14.36 - £15.58 per hour.
Nature of appointment: Permanent appointment, with initial 6-month probationary period.
Annual Leave: Term-time only working plus 5 extra working days at the school's discretion.
Hours: The post is 33 hours per week, Monday – Friday, with the option for additional hours by mutual agreement.
Conditions of Service: NJC conditions apply.

Prospects:

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.
Training: Armley Park Primary School encourages training both "in-house" and external to meet the needs of the individual and of the service.

Qualifications:

Desirable: GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent), Level 3 teaching assistant qualification or appropriate level of experience of operating in a classroom environment is desirable.

Job Description Prepared/Reviewed by: Emily Caine and Katie Howard

Job Description Approved by: Emily Caine

Employee Specification:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Able to communicate effectively with a wide range of people			A and I
Able to work flexibly as part of a team and show initiative			A and I
Able to prioritise work to meet conflicting deadlines			A and I
Able to demonstrate good numeracy and literacy skills			C

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Knowledge/qualifications demonstrating ability in numeracy and literacy (GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent), NVQ Level 3 for Teaching Assistants or appropriate level of experience of operating in a classroom environment).			C

EXPERIENCE	Essential	Desirable	MOA
Experience of dealing with queries from a wide range of people			A and I
Experience in the use of Microsoft Office products			A and I
Experience of participating in teams			A and I

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcoates Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A and I
Will carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies			A and I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives			A and I
Ability to respect sensitive and confidential work			A and I
Commitment to own personal development and learning			A and I

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**