



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Intervention Lead

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

1. Introduction (Job Purpose)

To be responsible for supporting academic progress of students.

2. Responsible to:

Assistant Headteacher (Inclusion)

3. Responsible for:

Ensuring that referred students receive required support

4. Liaising with (working relationships):

- Teaching staff
- Support Staff

5. Hours of work:

39 weeks (37 hours)

6. Grade and scale of post:

- Scale 5 (F) 22-25

7. Disclosure level:

- This post is subject to an enhanced DBS disclosure

8. Main/Core Duties:

- To follow academy routines and processes as directed
- To provide appropriate academic support to students
- To work as a member of the learning support team.

9. Other specific responsibilities:

- To provide first aid within the Academy
- To supervise students at lunch time
- To support students with medical conditions
- To contribute to the overall ethos, work and aims of the school and Trust
- To carry out all duties in the most effective, efficient and economic manner
- Ensure that all communications with parents demonstrate the values of the academy and the LEAD Academy Trust
- To cover lessons or interventions as directed by the SENCO
- Attend all meetings and functions necessary to support the work in this job description, ensuring that the values of the academy and the LEAD Academy trust are exemplified in attitude, language and behaviour

10. Operation Planning:

To support the implementation of operational/strategic plans relating to the learning support team

11. Service provision:

To provide academic support to referred students including:

- Additional small group / individual teaching
- Preparation of accessible materials
- In-class support

To participate in screening and diagnostic testing as directed

To assess and diagnose student difficulties in learning under the guidance and direction of the SENCO

To ensure that all administration and record keeping for referred students is kept up-to-date and legal responsibilities are fulfilled

To provide expertise and leadership in one or more of the following areas:

- Reading recovery / accelerated literacy programmes (including direct instruction)
- Reading intervention/LRC
- Numeracy intervention / accelerated numeracy programmes (including direct instruction)
- Assessing and addressing specific learning difficulties
- Supporting students with medical needs and / or disability
- Managing students with behavioural difficulties

To provide a learning mentoring service for a designated group of students

To attend meetings as appropriate regarding the progress of referred students and provide professional reports to such meetings

To liaise with the student support team ensuring information sharing and collaborative working

To work with parents in ensuring students are supported

To identify where support for students and their families is needed and liaise with other professionals within the learning support team and the student support team to ensure appropriate provision

To run a homework club or an extra-curricular activity as directed by the SENCO

12. Service development:

- To continually seek to develop service improvements
- To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management

13. Recruitment/deployment of staff:

- None

14. Quality assurance:

- Ensure that parents and students understand and are able to act upon academic reports provided by the academy
- Support referred students to remove their barriers to learning

15. Management information and administration:

- To ensure all documentation relating to the progress of referred students is kept up-to-date and legal responsibilities are fulfilled
- To undertake administrative duties as required to perform the role
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and to report all concerns to the appropriate person

16. Communications:

- To ensure that all communications with service users demonstrate the values of the Academy and the LEAD Academy Trust

17. Marketing and Liaison:

- To develop, nurture and maintain the positive image of the Academy and the LEAD Academy Trust
- To attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the Academy and the LEAD Academy Trust.

18. Management of resources:

- To take responsibility for the safe use and safe keeping of Academy and Trust resources

19. Corporate responsibilities:

- To abide by and implement all policies and procedures of the Academy and LEAD Academy trust, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.

20. Safeguarding:

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Person Specification

	Sections		E	D
1	Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Ability to communicate effectively to a variety of audiences • Ability to persuade and influence • Ability to communicate complex ideas simply to a wide range of audiences • Ability to plan effectively • Ability to evaluate • Ability to provide comprehensive reports • Ability to manage time effectively and meet deadlines • Ability to work effectively with stakeholders and within a corporate environment 	E E E E E E E E	
2	Qualifications and Training	<ul style="list-style-type: none"> • Level 3 qualifications • Trained DSL • A degree or post-graduate qualification 	E	D D
3	Experience	<p>Understanding of:</p> <ul style="list-style-type: none"> • Knowledge of equal opportunities, Special Educational Needs and Safeguarding • Some knowledge of the theory and practice of providing effectively for the individual needs of students <p>Experience:</p> <ul style="list-style-type: none"> • Experience of working effectively with children/ young people • Experience of providing academic support to students • Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare • Experience of undertaking a range of clerical duties • Experience of promoting, observing and reporting on student performance and development • Management Information Systems e.g. SIMS, G4S 	E E E E E E E E	
4	Personal Attributes	<ul style="list-style-type: none"> • Honesty and Integrity • Discretion • Flexibility • Resilience • Organisational skills • Commitment to make a difference • Excellent inter-personal skills 	E E E E E E E	
5	Special Requirements			