

Job Description

Intervention Worker

Department: Administration

Responsible to: Assistant Principal – Professional Standards

Responsible for: Providing Intervention support to students

Salary: Grade 4 SCP 3 - 5 £14,953 - £15,428 (actual)

Contract: 26 hours per week term time + training days

Functional links with: Staff, Student, Parents, Governors, Other agencies

Main purpose of the job:

Main Duties

- Encourage and support the learning of individual students or small groups of students
- Prepare appropriate resources for lessons as directed by teaching staff
- Liaise with the Lead SEND Practitioner and teaching staff in order to ensure the effective delivery of the curriculum for the students you work with to help raise standards of achievement
- Work with the Lead SEND Practitioner and teaching staff on the development of work and support programmes for students in order to further support their learning and behaviour
- Assist in the efficient management and/or completion of individual student records through observation, recording and filing.

Pastoral Support

- Liaise with the pastoral team on the implementation of appropriate strategies to ensure the students are supported pastorally
- Promote and model positive behaviour
- Uphold the behaviour policy through effective delivery of its aims
- Provide pastoral/welfare support for the students in order to encourage their social and emotional stability and development
- Assist with the supervision of students during unstructured times (break/lunch)
- Administer first aid if qualified to do so
- Develop links between home and the UTC, liaising with parents
- Be aware of confidential issues linked to home/student/UTC

Management of Resources

- Ensure that resources are maintained effectively and are available as required
- Prepare work and activities in advance of the sessions to ensure that the learning resources required are effective and accessible in order to achieve the learning outcomes

General

- Undertake any other duties in connection with the level of the post
- Take account of the published aims and objectives of the UTC in all matters
- Ensure the care of furnishings, fittings and equipment shared with other users
- To participate in professional and personal development programmes as required, including training and performance review
- To contribute to the support staff team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
- To contribute to the overall ethos/work/aims of the UTC
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
- To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of the leadership team
- To support the UTC's Equality and Diversity Policy
- To appreciate and support the work of other professionals
- To support other colleagues where appropriate in their roles

Any Special Conditions of Service:

There is a requirement to submit to an Enhanced Disclosure and Barring Service (DBS) check

PERSON SPECIFICATION

Job Title: Intervention Worker

The Engineering UTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential Criteria	Desirable Criteria
<p>SKILLS & EXPERIENCE</p> <p>Experience of supporting students in a school or learning environment</p> <p>Evidence of establishing positive relationships with students</p> <p>Excellent interpersonal skills and ability to work as part of a team</p> <p>Excellent organisation and time management skills with the ability to prioritise and work to deadlines</p> <p>Ability to communicate effectively, both verbally and in writing</p> <p>Able to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes</p>	<p>Evidence of a recognised student support qualification e.g. NVQ, NNEB, City & Guilds</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Knowledge of the national curriculum in core subject areas</p> <p>Effective use of ICT systems and packages (eg. word/excel/powerpoint)</p> <p>Understanding of Safeguarding and Child Protection issues.</p>	<p>Knowledge of appropriate first aid procedures or willing to attend a relevant course</p> <p>Knowledge of Bromcom or other education databases</p>
<p>PERSONAL COMPETENCIES AND QUALITIES</p> <p>A sensitivity to the needs of students</p> <p>Flexible approach to meet daily demands of the role</p> <p>Personal integrity, honesty, resilience and enthusiasm</p> <p>Commitment to personal development</p> <p>An excellent record of attendance and punctuality</p> <p>Seek advice and support when necessary</p>	<p>Determination to succeed and the highest possible expectations of self and others</p>
OTHER CONDITIONS	

Enhanced DBS Check	
Satisfactory References	
Pre-employment Health -Check	
Right to work checks	