



Post title	English Intervention Assistant
Reporting to	Director of Core or a line manager nominated by the Principal
Working Time	Full time, term time + INSETS
Salary/Grade	G5 (Full time equivalent £20,092-£21,748) TT + Insets Actual £17,185-£19,102

PURPOSE OF THE POST

- Under the Director of Core, to assist in the educational and social development of students.
- Withdrawing students for individual and small group tuition, assist with form time activities, recording progress, helping to prepare materials, general supervision of students to implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Responsible for	Facilitating and encouraging a learning experience which provides students with the opportunity to achieve their individual potential The post involves some direct impact on the well-being of the students through undertaking tasks or duties related to the post.
Liaising with	Students, SENCos, Heads of Faculties, teachers and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents/carers.
Working conditions	The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour. The post involves contact with people which through their circumstances or behaviour occasionally place emotional demands on post holder. The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children (full training will be provided).
Characteristics of the post	The ability to occasionally attend meetings as required. All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people. The following employment checks are required: <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable)

	<ul style="list-style-type: none"> • Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.
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MAIN (CORE) DUTIES	
General duties	<ul style="list-style-type: none"> • To take part in the Academy’s staff development programme by participating in arrangements for further training and professional development. • To continue personal development in relevant areas. • To engage actively in the Performance Management process on an annual basis. • To work as a member of the English department and to contribute positively to effective working relations within the school. • To maintain appropriate records and to provide relevant accurate and up-to-date information for school information systems etc. • To create, facilitate and complete departmental trackers for all year groups for PPEs, Homework, Assessments and Boosters etc. as directed by the Director of Core/HoF. • To follow agreed policies for communications. • On a general basis assist with the personal needs of students including social, health, physical, hygiene, first aid and welfare matters. • On a general basis assist in meeting the special educational needs of individual children or groups of children. • To assist the teacher or line manager by contributing as directed to a students individual behaviour/education plan. • To assist with the supervision of students ensuring their safety and access to learning. • To assist in the preparation of the classroom as directed for lessons on the English Intervention Specialist’s timetable. • To assist with the display of work as directed by the HoF/Line Manager. • To deal with any pupil problems or behavioural difficulties in accordance with school policy, discussing and reporting to the teacher or line manager when necessary. • To manage pupil progress and achievements in accordance with school policy, discussing with and reporting to the teacher or line manager when necessary. • To provide focussed support with specific English topics to enable students to maximise their understanding of the subject. • To assist with the supervision of students outside of lesson times, including detention duty rota (maximum 18 per academic year), before and after school and general corridor management between lessons. These duties shall be undertaken within the postholder’s contractual hours and will not exceed more than 3 after school activities in one week to allow for other duties to be undertaken on the remaining 2 after school days. • To run a targeted Booster group for Y11 students as directed by Director of Core/HoF, which includes planning and preparation. • Conduct marking and grading of English PPE papers/moderation. • Conduct English administration including creation and facilitation of departmental trackers (where applicable) delegated by the Director of Core/HoF, ensuring accuracy of data entry. • Regularly discuss and create plans for forthcoming lessons and SOW. • Team teach English lessons where directed by HoF/Director of Core. • Create new resources as necessary for English lessons. • Cover no more than 20 English lessons per academic year as directed by the HoF/Director of Core.

	<ul style="list-style-type: none"> • To run small intervention groups, as directed by the HoF/Director of Core, which includes planning, preparing of resources, marking and feedback to students. • To undertake one-to-one support for at risk students (e.g. LAC, AP) as directed by the Director of Core. • Other duties commensurate with the grade of the post as directed by the Principal.
Additional duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
Other specific duties	<ul style="list-style-type: none"> • To continue personal development. • To engage actively in the performance review process.
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Date completed	December 2021
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PERSON SPECIFICATION		
	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • GCSE C or above or equivalent in English & Maths 	<ul style="list-style-type: none"> • Support work in Schools (S.W.I.S) Level 2 • Supporting students with SEN Level 2 or 3 qualification • Degree in English
Knowledge	<ul style="list-style-type: none"> • Excellent Literacy skills 	<ul style="list-style-type: none"> • Use of Technology e.g. ICT, Child Protection issues Health, Safety & Security issues. Data protection issues. • Appropriate knowledge of First Aid
Experience	<ul style="list-style-type: none"> • Effective use of resources. • Decision making when to intervene to prevent a child from injuring themselves. • Targeted interventions 	<ul style="list-style-type: none"> • Working or caring for children.
Competencies and other skills required	<ul style="list-style-type: none"> • The ability to relate well with children and adults. • The ability to work as a member of a team. • Communication skills 	