



SALE HIGH SCHOOL

JOB DESCRIPTION

**INTERVENTION LEADER
(SCALE 4)**

Responsible to: Headteacher and Governing Body

Line Manager: SENCO

Purpose: To work alongside teaching staff with students with special educational needs

Salary: NJC Scale 4 (points 18-21) plus SEN Allowance

Hours of work: 36.25 hours per week, term time only + 2 additional days (to include INSET days)

Principal Responsibilities:

1. To work under the direct instruction of SENCO, teaching/senior staff, either in the classroom with the teacher, on a one to one basis, or in small groups
2. To support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom
3. To perform this job description in accordance with the pay and conditions associated with support staff.

Specific Responsibilities:

SUPPORT FOR PUPILS
<ul style="list-style-type: none">• Attend to the pupils' personal needs, and implement related personal programmes, including social, health, and physical;• Hygiene, first aid and welfare matters;• Supervise and support pupils ensuring their safety and access to learning;• Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs;• Promote the inclusion and acceptance of all pupils;• Encourage pupils to interact with others and engage in activities led by the teacher;• Encourage pupils to act independently as appropriate.• Undertake the delivery of specific intervention programmes, such as LEXIA, SRS, Toe by Toe or targeted literacy and numeracy catch up work.• Maintain regular and effective communication with parents and carers.
SUPPORT FOR THE TEACHER
<ul style="list-style-type: none">• Be aware of pupil problems/progress/achievements and report to the teacher/keyworker as agreed;• Undertake pupil record keeping as requested;• Support the teacher in managing pupil behaviour, reporting difficulties as appropriate;• Gather/report information from/to parents/carers as directed;• Provide clerical/administrative support e.g. photocopying, typing, filing.
SUPPORT FOR THE CURRICULUM
<ul style="list-style-type: none">• Support pupils to understand instructions;• Support pupils in respect of local and national learning strategies e.g. literacy; numeracy, KS3 and 4, as directed by the teacher;• Support pupils in using basic ICT as directed;• Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Assist with the supervision of pupils out of lesson times, including before and after school;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

SEN ALLOWANCE

Intervention Assistants paid the SEN Allowance can also be asked to undertake any or all of the following:

- Dealing with complex behaviour/emotional needs;
- Dealing with complex physical, health care and personal needs, including moving and handling and competence training for carrying out medical procedures for individual children;
- Support complex sensory needs;
- Attend appropriate in service training as required to address the complex needs of the pupils;
- Communicate with parents/cares and other professionals around complex issues/needs;
- Be aware that the job may require TAs to work in difficult and challenging conditions arising from anti-social, difficult behaviour or medical conditions.
- Work with relevant health and social services professionals, as part of multi agency support for a student
- Attend Statement reviews

Training

There is an expectation that schools will arrange for Intervention Assistants to have access to a range of training appropriate to their role.

Health and Safety Responsibilities

All employees have the responsibility

1. To comply with safety rules and procedures laid down in their area of activity.
2. To take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
3. To use protective clothing or equipment as may be provided.
4. To report all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they aware promptly.
5. To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.

To perform any other duties as may be reasonably required within the general scope of this post.

This job description and the allocation of particular responsibilities may be amended from time to time.

Prepared by: J Derbyshire

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