



## JOB DESCRIPTION

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| <b>Post:</b>  | <b>Intervention Assistant</b>    |
| <b>Grade:</b> | Level 2 (Band 3, point 5-6)      |
| <b>Hours:</b> | 20 hrs per week – Term Time Only |

### **Purpose:**

To work with teachers as part of a professional team to support teaching and learning for students, provide learning support to students who need particular help to overcome barriers to learning or those students with behavioural, social, communication, sensory or physical disabilities.

To work alongside the teacher/senior staff to undertake work and to enable access to learning for students and to assist the teacher in the management of students and the classroom.

Work may be carried out in the classroom or outside the main teaching area and you will be responsible for the preparation and maintenance of resources and support to staff and students.

### **Support for Students:**

1. Implement planned learning activities/teaching programmes as agreed with the teacher, differentiating and adapting learning programmes to suit the needs of allocated students who need additional support.
2. Plan and evaluate specialist learning activities with the teacher, writing reports and updating records as required.
3. Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher.
4. To understand the assessment arrangements for students, particularly at the end of a key stage and provide support for them during this process.
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities.

6. Understand and support independent learning and inclusion of all students as required.

**Support for the Campus:**

1. Take the Lead with the induction of students into the classroom.
2. Liaise regularly with teacher and all appropriate professionals about student's conduct and behaviour, progress and emotional well-being
3. Attend relevant in-service training and professional development courses.
4. Understand and implement academy policy in all areas, including policies relating to child protection, health, safety and security, confidentiality and data protection, behaviour and uniform regulations.
5. Be aware and support difference and ensure all students have equal access to opportunities to learn and develop.
6. Assist with break-time and lunch-time supervision including facilitating games and activities
7. Update student records.
8. Participate in evaluation and give feedback.
9. Contribute to the campus duty rotas.
10. Contribute to the overall ethos/work/aims of the academy
11. Undertake any other reasonable task as may be directed by the Head of Campus/Senior Leadership Team.

### **Person Specification:**

- Working at NVQ Level 3 in supporting teaching and learning or equivalent
- Minimum of 5 GCSE's at grade C or above (including Maths and English)
- Skills and knowledge in providing specialist support to students
- Able to work independently and show initiative or as part of a team
- Good communication skills
- Good time management and organisational skills
- Has a warm personality and is able to stay calm under pressure
- Demonstrates good interpersonal skills with children and adults
- Is able to gain the confidence of children who are behaviourally challenging or socially withdrawn
- Enjoys learning
- Is able to plan programmes of support that incorporate variety, interest and pace
- Is able to keep succinct records of involvement