



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Intervention Assistant Level 2

SCHOOL:

SALARY: Band 3

RESPONSIBLE TO:

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

The purpose of this role is 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.

MAIN RESPONSIBILITIES:

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.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Person Specification:	Essential	Desirable
Experience: <ul style="list-style-type: none"> ● Experience of providing specialist support to students ● Experience of working with children who are behaviorally challenging or socially withdrawn. ● Knowledge on how to support students on how to overcome sensory barriers or social disabilities. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
Skills & Competencies: <ul style="list-style-type: none"> ● Able to work independently and show initiative or as part of a team ● Good communication skills ● Good time management and organisational skills ● Ability to stay calm under pressure ● Good interpersonal skills with children and adults ● Is able to gain the confidence of children who are behaviourally challenging or socially withdrawn ● Is able to plan programmes of support that incorporate variety, interest and pace <p>Is able to keep succinct records of involvement</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
Knowledge & Qualifications <ul style="list-style-type: none"> ● NVQ Level 3 in supporting teaching and learning or equivalent ● Minimum of 5 GCSE's at grade C or above (including Maths and English) 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
Physical, mental and emotional demands: <p>Commitment to helping provide a high quality service to children and families</p>	<p style="text-align: center;">✓</p>	
Other: <ul style="list-style-type: none"> ● Willingness to participate in training and development 	<p style="text-align: center;">✓</p>	