



JOB DESCRIPTION – 2020

Job Title:	Academic Intervention Practitioner
Reports to:	SENDCo
Department:	Learning Support
Hours per week:	37, hours per week, term time only plus three additional weeks totalling 37 weeks per year.

Key Working Relationships:

SENDCo
Learning Support Department
Teaching Staff
Students
Parents

Job Summary:

To provide support for those students identified by teachers, SENDCo or Heads of Section, who need extra intervention(s) to ensure they reach their full potential.

This includes but not limited to:

- Targeted literacy and numeracy support with smaller group work and/or 1:2:1.
- Assisting students making the transition to /from Leighton Park.
- Monitor progress at regular intervals and set appropriate SMART targets.
- To provide small group study sessions, focussing on assignment and coursework planning, time management, exam support and revision.

Duties and Responsibilities

- Leading small groups of students, particularly with Maths, English, targeted study skills and executive skills via a student-centred approach
- Establishing excellent relationships with staff and parents to support work of students in and beyond the classroom.

- Attending meetings and contributing to the development of the school
- Assisting teachers in offering guidance and interventions to students
- Preparing and developing resources for learning activities
- Monitoring, recording and reporting on the progress made by students
- Assisting with pastoral, safeguarding and organisational concerns for SEND students.
- To provide identified students support via a student-centred approach.
- To ensure the maintenance of records and information systems both computerised and manual with due regard for data protection, confidentiality and regulatory requirements.
- To operate within legal, ethical and professional boundaries when working with young people. This includes confidentiality policies.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be

disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.