

Job Description & Person Specification

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| Job Title: | Academic Interventions Practitioner |
| Service / Provision: | Churchward School |
| Job Family: | Support Staff |
| Line Manager: | Assistant Head Teacher (Pastoral) |
| Salary Band: | Brunel Grade B 1 – 5 |
| Annex | Please ensure you refer to Annex 1 with this Job Description |

Key accountabilities, duties and responsibilities

- Deliver, record, monitor and review academic interventions throughout the Education Provision (EP).
- Provide support to identified CYP, attending meetings and writing reports as appropriate.
- Provide additional support in identified classes as appropriate.
- Support the assessment and collection of literacy and numeracy data throughout the year.
- Promote clear communication between wings and the Academic Interventions team.
- Support the Academic Interventions Coordinator in analysing academic data to identify individual and class patterns where additional support may be required.
- To train employees in a range of strategies that enable that promote independent learning in the classroom.

Support for CYP

- Support CYP participation in learning activities and modify methods if appropriate
- Provide written and verbal feedback on CYP responses to learning activities
- Supervise and provide specific support for CYP, ensuring their safety and access to all learning activities
- Establish constructive relationships with CYP and interact with them appropriately
- Promote the inclusion and acceptance of all CYP ensuring motivation and engagement
- Encourage CYP to interact with others and engage in activities led by the teacher
- Set challenging but reasonable expectations aimed at promoting self-esteem and independence
- Assist in the provision of feedback to CYP in relation to progress and achievement
- Assist with the development and implementation of Individual Plans
- Encourage all CYP to show respect for each other, employees and visitors
- Support CYP in recognising, developing and celebrating their skills, talents and achievements
- Promote acceptable conduct by encouraging them to take responsibility for their own behaviour
- Assist with the supervision of CYP out of lesson times, including before and after school and at lunch/break time
- Deal promptly with conflict and incidents in accordance with policies and procedures

Support for Teachers

- Liaise with teaching staff to ensure interventions are in place enabling CYP to maximise their achievement and progress
- Assist teaching staff with evaluation of CYP progress
- Assist the teaching staff in implementing the advice provided by specialists
- Support the administrative work required for SEND management

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assist with the display of CYP's work through the use of ICT and non-ICT means
- Provide feedback to teachers on CYP's achievement, progress & areas of difficulty
- Monitor CYP's responses to learning activities and accurately record achievement/progress as requested
- Establish constructive relationships with parents/carers
- Assist with the planning of learning activities where appropriate

| Tasks/duties | Essential skills | Desirable skills |
|---------------------------|--|---|
| Qualifications & Training | <ul style="list-style-type: none"> • Level 2 Literacy/Numeracy (or NVQ equivalent) • Basic ICT skills • Positive attitude to training & continuous professional development | <ul style="list-style-type: none"> • Level 3 Teaching Assistant NVQ • Any further relevant training or qualification to support the role • Strong ICT skills |
| Knowledge & Experience | <ul style="list-style-type: none"> • Experience with CYP in either formal or informal settings • Experience of working in a team • Know how and when to communicate with a range of audiences | <ul style="list-style-type: none"> • Experience of working with CYP in a care or education setting, including Safeguarding best practice • Experience of working with CYP with SEND • Experience with use of technology and in particular of inputting information into recording system |
| Skills & Abilities | <ul style="list-style-type: none"> • Punctual, polite & professional • Be motivated, able to use initiative and work independently • To meet challenges positively | <ul style="list-style-type: none"> • Openness to taking on further responsibilities • To use your own skills & interests to enhance the offer for CYP • Be aware of how to support your own well-being and the well-being of others |