



Aylsham High School

Part of Aylsham Learning Federation

Job Description and Person Specification

Job Title	Intervention Officer
Location	Aylsham High School
GR Number	GR9028
Grade	F
Responsible to	Kathryn Garnham, Deputy Headteacher

Role and Context

Job Purpose	To coordinate, plan, track and deliver intervention across the school to ensure we are responsive and meet the learning needs of our students.
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Principal Accountabilities (in order of importance)

1. To take an overview of intervention across the school, ensuring there is a joined up approach to all interventions delivered
2. To efficiently map provision to plan effective interventions across the school
3. To track interventions and provide data to colleagues and inform future intervention work
4. To work with colleagues involved in delivering interventions across the school to enable this overview
5. To work with colleagues to adapt and progress interventions
6. To organise logistical arrangements for interventions
7. To monitor and evaluate interventions on an ongoing basis
8. To communicate with colleagues, students and families around intervention for their student/ child
9. Intervention areas include (but not limited to):
 - SEND
 - Pupil Premium
 - Looked After Children
 - EAL
 - English
 - Maths
 - After school tuition
10. To be involved in the delivery of interventions
11. To coordinate and deliver training to support the delivery of interventions
12. To support with the coordination of access arrangements procedures throughout the year
13. Any other reasonable activities under the direction of the deputy headteachers and Executive Headteacher



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Person Specification

This describes the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

Qualifications

NVQ 2/3 or equivalent qualification or experience in relevant discipline.
Good literacy/numeracy skills.
GCSE (or equivalent) in English and Maths.
ICT literate with excellent keyboard skills.

Experience

Sound experience in administrative work.
Good experience of maintaining computerised records and systems.
Good experience of working across teams of colleagues

Skills/Knowledge

Able to work constructively as an individual and as a member of a team, understanding school roles and responsibilities and your own position within these.
Ability to relate well to children and adults.
Ability to work with integrity, confidentiality and empathy
Able to relate to and assist school staff at all levels.
Effective use of ICT, especially MS Word and Excel.
Experience of systems such as SIMS, CPOMS and EDUKEY would be advantageous (training will be provided)



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General Information

The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold **the co-operative values**:

Self-help - we help people to help themselves

Self-responsibility - we take responsibility for, and answer to our actions

Democracy - we give our members a say in the way we run our organisation

Equality - we are genuinely inclusive and pursue success for everyone

Equity - we carry out our work in a way that is fair and unbiased

Solidarity - we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:

Openness - nobody's perfect, and we won't hide it when we're not

Honesty - we are honest about what we do and the way we do it

Social responsibility - we encourage people to take responsibility for their own community, and work together to improve it

Caring for others - we are a nurturing community that takes care of each other and we regularly support charities and local community groups