



## **JOB DESCRIPTION: Academic Intervention Manager**

**Salary / Grade Range:** H5 Points SCP 9 (range 9 – 14) FTE £21,269 – £23,484 pro rata plus fringe allowance

**Hours:** 37 hours per week, Term-time plus 5 INSET days (39 weeks per annum)

**Responsible to:** Assistant Principal

**Purpose:** **Have overall responsibility for the managements and usage of the unit.**  
To support and deliver appropriate interventions for individuals / groups to maximise achievement and support students' learning

### **Duties:**

#### **Intervention**

- Identify and assess the needs of students who require additional academic support based on data and teacher referral.
- Deliver specific handwriting interventions to develop a student's fine motor skills, pace and legibility of writing.
- Creation of touch typing groups and provide students with set up and initial training.
- Deliver social skills intervention sessions either in a small group or 1:1 as appropriate.
- Plan, prepare and coordinate online interventions at Birchwood.
- Setup paperwork with each provider and ensure that the required ICT equipment is correctly set up daily.
- Monitoring, assessing, recording and reporting on student achievement, progress and development and follow up/offer refresher sessions as required.
- Ensure that intervention sessions are best timetabled to fit the student's individual needs, with minimal disruption to timetables.
- Ensure that intervention sessions are tailored to a student's specific areas of need and that a variety of resources, social stories, Talk-About, play therapy are utilised.
- Provide 1:1 mentoring sessions that support students with plans/ideas on next steps, interview techniques, college applications and organisation skills.
- Organise 1:1 support sessions for students working on laptops effectively.
- Support students consistently whilst recognising and responding to their individual needs – providing appropriate access arrangements as required.

#### **Operational tasks**

- Resource the Intervention department and ensure the resources are used effectively, efficiently and safely.

- Maintain effective lines of communication with parents obtaining permission and updates on progress made.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Provide written reports evidencing delivery of interventions.
- Manage the waiting lists of students for interventions.
- Organisation of files, emailing work to teachers.
- Ability to work effectively within a team and able to take direction from others.

### **Leadership**

- Line manage 1 to 1 tutors.
- Quality Assure the intervention running out of the Birchwood Intervention Centre.
- Attend the Birchwood Triage Panel