

## Job Description

<b>Job Title:</b>	<b>Intervention Tutor</b>
<b>Date last reviewed:</b>	<b>January 2022</b>
<b>Pay Scale:</b>	<b>Grade 5 - £19,312 to £20,092 per annum pro rata (subject to pay review)</b> <b>(Actual salary: £13,608 to £14,158)</b>
<b>Working Hours</b>	<b>30.5 hours per week, term-time working only plus 5 INSET days</b>
<b>Location:</b>	<b>The Oxford Academy</b>
<b>Line Manager:</b>	<b>SENCO/Lead Intervention Tutor</b>
<b>Additional information:</b>	<b>The successful candidate will be engaging in regulated activity, working on a regular basis in a location where the work gives an opportunity for contact with children.</b> <b>An Enhanced DBS will be required.</b>

**Job Purpose:** The Intervention Tutor will be a member of a multidisciplinary team, under the leadership of the Special Educational Needs Coordinator (SENCO) and will be line managed by a Lead Intervention Tutor.

### Key Responsibilities

- Working with individuals or groups of children to support their learning in all curriculum areas under the direction of the SENCO, the Lead Intervention Tutor and, where appropriate, the class teacher.
- The post holder will work as part of the Inclusion Team and will provide support to students in intervention sessions and to teachers and students in lessons as appropriate.
- Monitoring individual children's needs and reporting this to your line manager via regular weekly meetings.
- Clarifying and confirming with the SENCO and Lead Intervention Tutor the desired learning outcomes and individual targets for students and your role in their achievement.
- Preparing student activities through joint planning with the SENCO, Lead Intervention Tutor and other Intervention Tutors and organizing the provision of support for identified SEN students.
- Helping identified students to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum.
- Providing feedback to the Lead Intervention Tutor on the effectiveness of the interventions including progress made by identified students with related targets.
- Assisting in the planning of interventions and work programmes for identified individuals and groups of children.
- Keeping accurate records of pupil progress and achievement in interventions.
- Providing information for pupil meetings such as EHCP reviews and Learning Plan meetings and attending meetings as required.
- Scribing for students with special education needs or providing other support as needed during exams.

- Undertake any other duties that can be accommodated within the grading level and nature of the post.

### **Support For The Academy**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To undertake other duties, appropriate to the grade, as may reasonably be required by the Headteacher

### **General responsibilities as part of the Trust**

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

*The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*