HARROW
INNOVATION LEADERSHIP
ACADEMY
哈罗礼德学校
SHENZHEN QIANHAI 深圳前海

INTERVENTION TEACHER JOB DESCRIPTION

Job Title:	Intervention Teacher
Line Manager:	Head of Pre-Prep

Purpose of Job

- To identify students that would benefit from academic intervention through teacher assessment, observation, professional dialogue and referral
- To coordinate, plan and deliver the academic intervention programme for the Pre-Prep school
- To monitor and track progress for students participating in the intervention programme and report data to the Lower Leadership Team, teachers and parents (where appropriate)
- To provide advice, guidance and support to teachers to enable adapted differentiation in the mainstream classroom

Duties and Responsibilities

Learning Support

- To support the Head/Deputy of Pre-Prep in the process of identifying students that may have additional learning needs or require academic support/intervention
- To support the Head/Deputy of Pre-Prep/Head of EAL (LS) in keeping the Lower School SEND Register up-to-date and ensuring it is frequently reviewed
- To focus on outcome and impact by prioritising delivery of intervention programmes in the following order; group, paired and one to one
- To liaise with parents and teachers to provide signposting to external services where the school is unable to meet need, supporting the Head of Inclusion in the referring of students to external professionals for formal assessment(s) where appropriate
- Working with the Head of Pre-Prep, coordinate and manage the list of students requiring intervention, implementing a timetable for interventions, coordinating students across classes/phases where appropriate
- To share effective intervention strategies with classroom teachers and support staff to support students to enable effective intervention in class
- To support the Head of Pre-Prep/Head of EAL in the development of all aspects of learning support in the Lower School
- To attend the Lower School Inclusion meetings and phase meetings where appropriate
- To lead by example in matters pertaining to inclusive education
- To support in the provision of cover for teaching staff as deemed appropriate by Lower School LT
- To attend consultation evenings and other events as required by academic staff in the Lower School

Curriculum Matters

- Keep up to date with curriculum developments through reading and in-service training in regards to matters of SEND and inclusive education
- To liaise with the Head/Deputy of Pre-Prep on the promotion of accessibility and inclusivity of the Lower School curriculum
- To promote and follow the Lower School behavioural expectations and procedures
- To handle sensitively issues of SEND with regard to the pastoral nature of some needs and to liaise with appropriate colleagues such as the Deputy Head Pre-Prep, Head of EAL and school counsellor where appropriate
- To keep accurate documentation of cases and interventions to provide evidence for teacher, parents and

senior leaders

Child Protection

- Monitor and report safeguarding in line with school policies and procedures
- Commitment to Safeguarding and promoting the welfare of children and young people by ensuring that all staff, and those connected to the School, share this commitment and responsibility. To take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School help to identify, assess, and support children who are suffering harm

Collegiality

- Commit to continuous curriculum improvement by establishing and maintaining effective working relationships
- Attend and participate in network meetings with other professionals to enhance curriculum practice
- Participate in service training as appropriate, and as agreed with the Head of School (HoS)
- Coordinate and deliver staff training including, but not limited to; coaching and mentoring in line with the staff development programme and as agreed with the HoS
- Support House activities including residential activities as well as Expeditions
- Participate in and lead ECA activities

Other Responsibilities

- Stay up to date with pedagogical and curricular developments and offer recommendations and professional development as appropriateSupport House activities including residential activities as well as Expeditions
- Participate and lead ECA activities
- Undertake other reasonable duties as requested by the HoS and any duties that the Head Master deems necessary for the effective operation of the school
- To plan for (in conjunction with the HoS), manage and deploy effectively financial and physical resources to support intervention teaching
- Comply with and assist the HoS in the development of curriculum policies and procedures
- To assist the Headmaster, HoS and marketing team in whole school marketing initiatives and contribute to the continued growth of the school

Person Specification	
Essential	**Desirable**
• Appropriate degree, with UK PGCE, or other teaching qualification giving QTS • At least 4 years teaching experience • SEN experience • Knowledge of EAL strategies to support T&L • Experience of planning, leading and delivering interventions in a school environment • Experience of analysing assessment data to identify key trends for identification of support • Working knowledge of the National Curriculum of England including EYFS, KS1, KS2 • Experience of highly effective relationship management	• CELTA/DELTA or Equivalent • International Experience • Use of Engage

with a variety of stakeholders • Experience of managing and coordinating student caseloads • Evidence of relevant continuing professional development	

Personal attributes

- Have the ability and willingness to inspire others; leading by example, role modelling the school's vision statement: Leadership for a better world
- Be a role model for the Harrow Staff Code of Conduct
- Be flexible and capable of managing change and instilling high standards
- Be highly motivated, ambitious and collaborative and willing to take the initiative
- Have high levels of honesty and integrity in aspects of their role
- Demonstrate empathy, humility and genuine care about staff and students, taking time to support, guide and motivate them
- Be able to think strategically and drive improvements in student welfare and their wider learning experiences
- Be flexible and able to manage change
- Have excellent organisational, communication and interpersonal skills

Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in China
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

Harrow is committed to the safety and protection of children.
All employees are expected to comply with our School Child Protection and Safeguarding Policy.