



# Swindon Village Primary School

## Job Description

**Name:**

**Post: Intervention Teacher**

**Grade: 7**

### **Relationships:**

- The post holder will be line managed by the Inclusion Lead.
- The post holder will be responsible for the day to day management of staff working within the Intervention teaching area
- The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them.

### **Purpose of the Job:**

- To provide planned intervention to help address the needs of children who need extra/different support to overcome barriers to their learning.

**The contract will be for 33.75 hrs a week for 43.50 weeks a year + holiday entitlement (6.19 weeks up to 5yrs continuous employment with GCC or 7.19 weeks for over 5yrs)**

### **Contracted Hours:**

- **Mon – Fri, 8:15am – 4:00pm:** This time is for setting up, teaching intervention groups and marking. Children will be back in class for 3:00pm daily.
- **TTO (38wks) + Inset Days (1wk)**

### **The additional 4.50 paid weeks are to cover the following:**

- **Weekly Staff Meeting:** To attend weekly staff meetings with the teachers
- **PPA Time:** PPA time will be taken outside your teaching hours in school.
- **Room Preparation:** To ensure that your teaching room, learning resources, lessons and other key resources are ready for the start of each term.
- **Additional Activities:** Additional hours have been built in to allow for extra-curricular activities and whole school 'life' ...e.g. discos, school fayres, other events involving children in your intervention groups...etc

### **Key Responsibilities:**

- In conjunction with the Inclusion Manager, identify children who would benefit most from additional support and decide on intervention programmes to meet their needs in a creative and stimulating environment.
- To plan lessons which are engaging and stimulating for the children identified.
- To develop a positive relationship with children needing particular support, providing social and emotional interventions when appropriate.

- To maintain regular contact with the children’s teachers, keeping them informed of the child’s needs and progress.
- To contribute to the maintenance of records and information systems both computerised and manual with due regard for data protection and confidentiality
- To work closely with the Inclusion Manager and Class Teachers reviewing the impact of Interventions at least ½ termly.
- To participate, with other staff, in the assessment of children and identify key barriers to learning.
- To have full knowledge and appreciation of the range of extended services that could be drawn upon to provide extra support for pupils
- To facilitate the sharing of information between school staff and partner agencies
- To network with other schools who provide a similar service and share best practice
- To comply with all relevant legislation and school policies and procedures
- To support the Inclusion Team/SLT in addressing attendance issues.
- To organise own work agenda in consultation with the Inclusion Manager
- To organise own time management and administration
- To maintain a high degree of confidentiality in accordance to the school policy and Gloucestershire Local Authority practice
- To keep clear records of activities, plans and outcomes for children
- To show respect and sensitivity for the cultural and religious beliefs of families
- To undertake training as identified
- To implement and follow clear health and safety procedures with regard to working off site e.g. Lone Working policy
- To undertake additional duties as required commensurate with the grading and nature of the post

This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence.

Signature of Intervention Teacher: .....

Date: .....

Inclusion Manager: .....

Date: .....