



WEST HATCH HIGH SCHOOL

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Academy, 1402 pupils, including 230 in Sixth Form

Headteacher: Mr D. Leonard

SEND Curriculum Intervention Manager

Required September 2023

37 hours per week (8.30am to 4.30pm, 4pm on Friday)

39 weeks per year

Scale 5, points 9 - 12, Salary £24,145 - £25,447 (Including Fringe) FTE

Actual Salary - £20,700 – £21,816

We are seeking to appoint a Curriculum Intervention Manager in order to support students throughout their time at West Hatch. This managerial role will play a large role in helping the department to ensure that every child with SEND is achieving to the best of their ability and receiving the best possible provision through interventions.

Proud of its success this is an exciting time to join West Hatch. Rated 'Good' by Ofsted, with a thriving Sixth Form. West Hatch is a family and is committed to supporting staff's wellbeing and professional development throughout their career; come and be a part of our future and allow us to develop yours.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information please contact recruitment@westhatch.net

Closing Date: Monday 12th June 2023 at noon

Early applications are encouraged as we will review applications as we receive them; and applicants may be contacted before the closing date.

West Hatch High School reserves the right to close this vacancy sooner than the specified closing date.



JOB DESCRIPTION

POST: Curriculum Intervention Manager (Non-Teaching)

RESPONSIBLE TO: SENDCo

PURPOSE OF THE JOB:

- To coordinate and manage Interventions Programmes within the SEND Department.
- To monitor the progress of students on Intervention Programmes.
- To lead on Functional Skills English and Maths.
- To deliver intervention sessions to small groups to support their learning needs.
- To implement future interventions within the department.

EXAMPLE DUTIES AND RESPONSIBILITIES:

- To report to the SENDCo on the progress of the students on interventions.
- To coordinate all staff who are carrying out the interventions.
- To lead on the day-to-day running of Reading interventions including data collation and organisation of student selection.
- To support the SENDCo and intervention team to identify and evaluate the most appropriate support for students who are making less than expected progress in key subject areas.
- To take part when required in supporting 1:1 tuition, small group work and in supporting examination needs.
- To facilitate the sharing of relevant information with parents and teachers with regards to Interventions.
- To coordinate and run Functional Skills Maths and English, complete the required documentation and support with the Remote Inspection Visit.
- To work with the SENDCo to implement future interventions.
- To cover the Intervention Centre Coordinator when required.

These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of their job, skill or grade.

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.

- Deal courteously with colleagues, students, parents and the public.
- Maintain standards of presentation and work output as set by your line manager.
- Come to work suitably dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to students, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high personal standards of punctuality and attendance.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.
2023



PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and good understanding of the School
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Good working knowledge of ICT to support learning
Communication	Written	Ability to write detailed reports, letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Successful completion of training to support SEN if appropriate
	Curriculum	Detailed understanding of the school curriculum Good working knowledge of specialist curriculum area(s) if appropriate
	Child Development	Detailed understanding of child development Ability to assess progress and performance and recommend appropriate strategies to support development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults

	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information
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Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others

