NEWHAVEN SCHOOL
Interventions Manager – Kings Park Campus
Job Description & Personal Specification

SALARY: APT&C SCALE PO2 29 to 32
HOURS OF WORK: 35 hours per week – Term Time Only
CONTRACT: Fixed Term Contract 1 year in the first instance

Purpose of job

- To design, plan and deliver a range of bespoke interventions that are rooted in current evidence based research into areas that impact our students such as autism, ADHD, OCD and SEMH needs.
- To train staff such as TAs and HLTAs to deliver agreed bespoke interventions.
- To assess, track and monitor the impact of these interventions across the school and be able to report on them.
- To oversee and quality assure bespoke interventions delivered by staff.
- To liaise with the SENCOs to create interventions to support annual review targets and either deliver interventions or advise staff on the delivery of the intervention.
- To work with SLT, SENCOs, Pastoral Managers, Teachers, Tutors, HLTAs, Mentors and parents/carers to track and promote engagement and attendance.
- To communicate, as appropriate, with the parents/carers of students and with outside agencies for additional support and guidance in working with our students.
- To liaise with the SLT, SENCOs and the CEIAG Lead to ensure that planned interventions support student pathways, next educational provisions and/or employment opportunities.
- To assess, record and evaluate children's needs within the context of their circumstances
- To maintain appropriate records and to provide relevant, accurate and up-to-date information
- To support SLT and the Senior Team to work with and manage students when they cannot be in class.
- To exercise responsibilities under the Health & Safety at Work Act, as laid down or as and when amended from time to time by Borough procedures
- To give support and to work with students on an individual basis and in small groups.
- To undertake any other duties consistent with the basic objectives of the post as may be required from time to time by the Headteacher.
- To cover small group classes if required.

Use of data and targets

- To ensure that, through reporting and monitoring systems such as tracking and student reviews, individual students' progress across interventions is closely monitored and appropriate action taken to support and enhance that progress.
- To produce and analyse data from the management information system (MIS) relevant to the post including attendance, behaviour, engagement and attainment data.
- To contribute to the preparation of reports as required.

Attendance and punctuality

- Meet with parents/carers and students when necessary to discuss attendance and punctuality issues.
- Promote good attendance and engagement.

Pupil management

- To support the implementation of school behaviour policy.
- Meet with the SLT, SENCOs, Pastoral Managers and/or other relevant staff on a regular basis to discuss the behaviour, needs and possible referrals of students where appropriate.
- Deal with ongoing concerns as and when necessary.
- Attend meetings with the Assistant Head Teacher and SENCOs as required to effectively manage student interventions.
- Communicate with parents/carers as and when necessary.

Newhaven is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All appointments will be subject to a satisfactory Enhanced with Barred List check through the Disclosure & Barring Service (DBS) plus additional pre-employment checks.

[Amendments may be made to this job description following consultation between the Headteacher and the Post holder if the needs of the School change. Staff are appointed to Newhaven as a whole and may be required to transfer across sites as service demand necessitates.]

NEWHAVEN KING'S PARK
PERSON SPECIFICATION

POST DESIGNATION: Interventions Manager
GRADE: APT&C SCALE PO2 29 to 32

EDUCATION TRAINING /QUALIFICATIONS	SHORTLISTING CRITERIA ESSENTIAL/ DESIRABLE	A=APPLICATION FORM I=INTERVIEW,
Qualified in English and maths to at least level 2	E	A/I
Relevant professional qualifications in education, youth or social work or experience of direct work in a paid or voluntary capacity working with young people with SEN/SEMH/ESBA	E	A/I
Relevant experience of direct work in a paid or voluntary capacity working with young people with SEN/SEMH/ESBA	E	A/I
Good working knowledge and understanding of ICT and ability to use word processing, spreadsheet and database software	E	A/I
A counselling qualification and/ or experience of working therapeutically with young people	D	A/I
KNOWLEDGE/EXPERIENCE		
Experience of designing, planning and delivering interventions for young people.	D	A/I/T
Experience of directing the work of other members of staff	D	A/I
Knowledge of child protection legislation and a willingness to be further trained in child protection issues	E	A/I
Demonstrable experience of working with young people and their families	E	A/I
An understanding of health and safety legislation and its application	D	A/I
PERSONAL SKILLS AND ATTRIBUTES		
Ability to work effectively with, relate to and earn the trust of young people, families and carers.	E	A/I
Ability to work effectively with, relate to and to earn the trust of teaching staff, senior management and external agencies.	E	A/I
Excellent inter-personal skills and the ability to share clear and accurate information including knowing when and with whom to share information	E	A/I
Ability to organise and manage work effectively, i.e. being able to prioritise and organise tasks, make decisions, support and delegate when appropriate	E	A/I
The ability to identify the challenges and barriers that many young people with complex needs and emotional school based avoidance experience and to engage in strategies to help them overcome these.	E	A/I
Commitment, enthusiasm, integrity, reliability, a willingness to learn and the ability to work as a team member	E	A/I
Understanding and commitment to equality of opportunity	E	A/I
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