

School Name: Acklam Grange School

Post Title: Academic Intervention Assistant
ARC Services

Responsible to: Executive Headteacher
Headteacher
Director of Corporate Services

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To support and deliver appropriate intervention for students to maximise achievement, meeting identified social and emotional needs.

MAIN TASKS AND RESPONSIBILITIES OF THE POST:

- Complement the work of class teachers, academic intervention coordinator and transition teachers by delivering agreed activities to support the learning, progress and behaviour of students.
- Supporting the delivery of learning activities for individuals/groups or for whole school classes at risk of underachievement.
- Monitoring students progress and ensuring teaching staff assess and report on the work completed in ADVANCE.
- Uphold high standards of behaviour within ADVANCE lessons and activities, in accordance with the AGS Way.
- Assist with the planning and delivery of Period 6 and transition activities.
- Based primarily in the ADVANCE classroom.

TO SUPPORT LEARNING AND ACHIEVEMENT:

- To support the delivery of lessons in the ADVANCE classroom to ensure students make expected levels of progress.
- To maintain ADVANCE student records, i.e. attendance, punctuality, behaviour, attainment and achievement.
- To build and maintain effective working relationships with ADVANCE students.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To support the maintenance of calm and orderly behaviour throughout the school day, in line with the school's behaviour policy and strategies.
- To liaise with the relevant school teams with regard to student referrals to the ADVANCE classroom.
- To be a member of Transition Year 6 to Year 7 Team.

SUPPORT ACROSS THE SCHOOL TO:

- Work with students to meet their targets in specific subject areas.
- To work with ADVANCE and RELATE teams, and other ARC personnel to develop positive approaches (inside or outside of the classroom) with individual or groups of hard to reach students.
- To work collaboratively with school teams to support the preparation and analysis of internal and external achievement data.
- Follow and be actively involved in the Acklam Grange Way and Acklam Grange PRIDE.

All Employees Have a Responsibility To:

- Be committed to the safeguarding and promotion of the welfare of children and young people

- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school / trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Executive Headteacher or Senior Leadership Team.