

**School Name:** Acklam Grange School

**Post Title:** Academic Intervention Coordinator  
**ARC Services:** ADVANCE

**Responsible to:** Deputy Headteacher (Personal Development)  
Senior ARC Leader

**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 and support the work of class teachers by delivering agreed activities to support the learning, progress and behaviour of KS3 & 4 students.
- Planning, preparing and delivering learning activities for individuals/groups or for whole school classes at risk of underachievement.
- Monitoring students and assessing, recording and reporting on their achievement, progress and development.
- Uphold high standards of behaviour within ADVANCE lessons and activities, in accordance with the AGS Way.
- Joint planning and delivery of Period 6 and transition activities.
- Based primarily in the ADVANCE base.

**SUPPORT STUDENT LEARNING AND ACHIEVEMENT:**

- Assessing the needs of students and using detailed knowledge and specialist skills to support students' learning
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employee strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Support student achievement and student welfare

**TEACHER SUPPORT:**

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment

- Working with an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheets, plan etc
- To take the lead in the ADVANCE base to coordinate student support.

#### **SUPPORT FOR THE CURRICULUM:**

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of students' skills
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

#### **SUPPORT FOR THE SCHOOL:**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Take the initiative to develop appropriate multi-agency approaches to supporting students
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

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