



# ACKLAM GRANGE SCHOOL

## PERSON SPECIFICATION: ACADEMIC INTERVENTION COORDINATOR



	Essential	Desirable	Measured by
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>Educated to GCSE Standard at Grade A to C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications.</li> <li>NVQ Level 4 for HLTA or equivalent in a relevant subject to compliment the role.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification</li> </ul>	A/Q  A/Q
<b>Experience</b>	<ul style="list-style-type: none"> <li>Three years experience of working to support children's learning and development gained in a relevant environment.</li> <li>Experience of delivering learning activities within agreed systems of supervision across both Key Stage 3/4.</li> <li>Experience of implementing national curriculum and other relevant learning programmes/strategies.</li> <li>Experience of working with students with challenging behaviour.</li> <li>Collaborative working within a team.</li> </ul>	<ul style="list-style-type: none"> <li>Liaison with personnel from Support Services.</li> <li>Contribution to IEP's.</li> <li>Experience of close liaison with parents / carers.</li> <li>Experience of delivering vocational qualifications.</li> <li>Experience of supporting/delivering core subject areas.</li> <li>Experience of working with students with additional learning needs.</li> </ul>	A/I  A/I  A/I  A/I  A/I
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Full working knowledge of relevant policies/codes of practice.</li> <li>An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation.</li> <li>Understanding of areas of learning, e.g. literacy, numeracy, science, SEN.</li> <li>Understanding of principles of child development and learning processes.</li> <li>Ability to plan effective actions for students at risk of underachieving.</li> <li>Use of learning technologies.</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of requirements of SEN and disability legislation.</li> </ul>	A/I  A/I  A/I  I  I



**ACKLAM GRANGE SCHOOL**  
**PERSON SPECIFICATION: ACADEMIC INTERVENTION COORDINATOR**



	<ul style="list-style-type: none"><li>• Knowledge of a range of classroom behavior strategies.</li></ul>		I
<b>Skills</b>	<ul style="list-style-type: none"><li>• High standard of interpersonal and oral/written communication skills.</li><li>• Effective use of ICT to promote, support and enhance teaching and learning.</li><li>• Well-developed interpersonal skills to be able to relate well to a wide range of people.</li><li>• Good communication skills.</li></ul>	<ul style="list-style-type: none"><li>• Good ICT skills for learning and administrative requirements.</li></ul>	A/I  I  I  I
	<b>Essential</b>	<b>Desirable</b>	
<b>Person Characteristics</b>	<ul style="list-style-type: none"><li>• Ability to make relationships easily with young people and adults.</li><li>• Ability to motivate students and engage them with their learning.</li><li>• Ability to defuse difficult situations.</li><li>• Ability to represent student needs to others.</li><li>• An enthusiastic approach to working with students.</li><li>• Ability to work flexibly and respond to developing needs.</li><li>• Reliability and integrity.</li><li>• Humour and resilience.</li></ul>		I  I  I  I  I  I  I

**Measured by Key:**

A - Application form/Letter  
I - Interview  
Q - Practical exercise