



INTERVENTION ASSISTANT JOB DESCRIPTION

Responsible to	Inclusion Co-ordinator	Hours	31 hours or (36 hours)
Scale	NJC 17	Required from	September 2021
Responsible for	<ul style="list-style-type: none"> • Support individuals and/or groups of students with additional needs in the classroom or such other learning environment as may be required. • Support teachers in the implementation of the Code of Practice as it applies to particular individuals or groups of students in enabling all students to have full access to the National Curriculum. • <i>(Contribute to the wider curriculum experience eg supporting/running an extra-curricular activity)</i> 		
Duties and Responsibilities	<ul style="list-style-type: none"> • To provide support to the classroom teacher with individual students or groups of students. • Carry out all duties and responsibilities in accordance with College policies and procedures and statutory requirements. • Work under the instruction/guidance of teaching staff and/or Inclusion Co-ordinator to provide intervention and support for students with additional educational needs in a variety of learning environments. • Monitoring students as required. • Liaise regularly with the other key staff, informing them of progress and providing relevant feedback. • To establish productive working relationships with students, acting as a role model and setting high expectations. • To communicate effectively with parents/carers. • Bring to the attention of key staff any problems, concerns, achievements and other factors relevant to the learning of any student. • Ensure accurate records and observations are kept so that students receive the maximum benefit from their education. • <i>Contribute to the wider curriculum experience eg running/supporting an extra-curricular activity</i> • Carry out any other duties as directed by the Head Teacher commensurate with the general level of responsibility of the post. 		
Accountability and Discretion	<ul style="list-style-type: none"> • To take, and be accountable for, all decisions made within the parameters of the job description 		
Performance Management	<ul style="list-style-type: none"> • The standards of the post holder will be measured through Kemnal Technology College's appraisal system by setting targets linked to this job description. The job description will be reviewed annually at the appraisal meeting. 		
Discipline, Health and Safety	<ul style="list-style-type: none"> • Work in accordance with the guidelines set out in The Kemnal Academies Trust (TKAT) Health and Safety Policy. 		
General Responsibilities	<ul style="list-style-type: none"> • Promote and uphold the College values of being Ambitious, Resilient and Considerate. 		
Signed/ date Head Teacher	Date		
Signed/date Employee	Date		