



South Charnwood High School

'encouraging excellence, valuing people'



INTERVENTION SUPPORT TUTOR Application Pack



INTERVENTION SUPPORT TUTOR

Post: INTERVENTION SUPPORT TUTOR

Hours: 35 Hours per week, 39 weeks per year (Term time plus 1 week)

Salary: £23,922 - £25,950 (Actual Salary) Grade 8 - points 15 to 18

Contract: Permanent

Start: As soon as possible

Are you passionate about making a real difference in the lives of young people? If so, we'd love to hear from you.

We are seeking a committed and enthusiastic Intervention Support Tutor to support students in developing confidence and achieving their potential.

As part of a team you will support the planning, delivery and evaluation of learning activities for small groups and provide 1:1 mentoring for pupils with SEND across key stages 3 and 4.

This is an excellent opportunity for someone passionate about improving outcomes for young learners through targeted intervention and small-group support.

We can offer you:

- A friendly and supportive working environment with enthusiastic and dedicated leaders
- Access to continual professional development to help you grow and develop in your role
- Free onsite parking
- Generous Employer Pension contribution

To apply for this role please complete the application form on [eteach](#). If you have any questions, please telephone 01530 242351 or email: recruitment@southcharnwood.org

Please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable candidate or number of applications are received before the official closing date.

As this job is designated as a 'regulated activity' an enhanced DBS check with Barred list check is essential and will be paid for and applied for by the school.

'South Charnwood High School - Committed to Safeguarding Children and Young People.'

Welcome from the Headteacher

Dear Applicant

Thank you for your interest in joining the team at South Charnwood High School. As Headteacher, my vision is to provide an outstanding education in a safe, supportive learning environment where every individual is valued.

We pride ourselves on being a true community school, a place of lifelong learning and community spirit where several generations of local families have been educated.

We are seeking to appoint an enthusiastic individual who believes in a holistic approach to education and wants to transform lives, with the full support of experienced colleagues. You will share our "3P's" ethos—being Polite, Prepared, and Productive—and want to contribute to our school, where people are names, not numbers.

In return, we offer a supportive and welcoming staff team, a commitment to your professional development, and the opportunity to work in an environment where your hard work directly impacts the local community.

We look forward to receiving your application and potentially welcoming you to our South Charnwood family.

Simon Andrews
Headteacher

Job Description

Post Title	Intervention Support Tutor
Overall responsibility	Planning, delivering and evaluating small group interventions, and providing 1:1 mentoring for pupils with SEND
Reporting to:	SENDCo
Contracted hours	35 hours per week; 39 weeks per year (Term time plus 1 week)
Salary/Grade	Grade 8 - points 15 to 18

Overall Responsibilities:

The Intervention Support Tutor will work under the direction and supervision of the SENDCo to contribute to the planning, delivery and evaluation of learning activities for groups and individual pupils across key stages 3 and 4.

Main Duties:

- To teach KS3 Skills groups (up to 7/8 pupils)
- To supervise Year 10 curriculum support sessions.
- To plan, deliver and evaluate small group and 1:1 literacy interventions, taking pupils' SEND needs into consideration.
- To monitor and evaluate learners' progress using a range of assessment techniques, and provide objective and accurate feedback.
- To act as a 'key worker' for pupils, being the point of contact for parents/carers, external agencies and staff.
- To write pupil passports and share SEND information with wider school staff.
- To liaise with primary schools, SENDCos and class teachers to support primary transition.
- To liaise with parents/ carers and sometimes outside agencies (i.e. CAMHS/Autism Outreach) as part of the SEND review process.
- To attend parents' evenings, open evenings, staff meetings, SEND transition parent meetings and SEND review meetings as required.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To liaise with teaching staff and other members of the Learning Support or pastoral departments regarding key students.
- To provide a mentoring / nurturing environment for students to support their emotional wellbeing as well as academic progress.
- To maintain and update provision mapping on Edukey, monitoring the effectiveness of interventions and contributing to reports.
- Any other duties as required by the SENDCO commensurate with the job title and grade.

Other Duties

- Attend training courses, conferences, seminars or other meetings as required by training needs and the needs of the school.
- To be part of the staff duty team.
- Be aware of and apply the school's policies and procedures
- Promote and model good relationships with pupils, colleagues and parents.

- Promote high standards of personal professional conduct in accordance with the Staff Code of Conduct.
- Work effectively as part of a team.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's behaviour code and uniform regulations.
- Participate and contribute to the organisation of school visits and trips that complement learning.
- Supervise pupils outside lesson time in morning and afternoon sessions, for example during lesson changeovers

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



Person Specification

Intervention Support Tutor

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	Where?
Level 3 qualifications (A level or equivalent or significant experience)	✓		Documents
Level 4 qualifications (Foundation degree or diploma)		✓	Documents
Degree (or equivalent qualification)		✓	Documents
Knowledge & understanding of Safeguarding, Health and Safety and Equality and Diversity	✓		Interview
Knowledge of current and recent developments in the field of supporting pupils with SEN.		✓	Application
Knowledge and awareness of equal opportunities and multi-cultural issues	✓		Interview
Clear understanding of the importance of absolute confidentiality	✓		Interview
Understanding of emotional regulation techniques		✓	Application
Commitment to personal/professional development	✓		Interview
EXPERIENCE			
Experience of working with children and young people	✓		Application
Experience of supporting children with a wide range of SEN needs	✓		Application
Previous experience of writing IEPs		✓	Application
Previous experience of planning small group lessons for SEN pupils		✓	Application
Previous experience of communicating directly with parents (written and verbal)		✓	Application
Previous experience of setting / planning and reviewing learning objectives		✓	Application
Previous experience of use of LS multi-sensory resources, your own initiative and an individual approach to ensure pupils can access the learning objective		✓	Application/Interview
Experience of working collaboratively with colleagues and external agencies	✓		Application
Experience of a similar role in a secondary school		✓	Application
SKILLS and ATTRIBUTES			
Ability to establish good working relationships and effective teamwork	✓		Interview/References
Ability to create a happy, challenging and effective learning environment	✓		References
Ability to establish a rapport with children, engaging them, keeping them focused and motivated	✓		References
Ability to respond effectively to children and adapt teaching approach	✓		References

Ability to work without direct supervision	✓		Application/Interview/References
Ability to keep accurate records	✓		References
Excellent role model for pupils and staff	✓		Interview/References
Excellent organisational skills.	✓		Interview/References
Ability to remain calm under pressure, be flexible and methodical and meet deadlines against competing demands	✓		Interview/References
Enthusiastic and highly motivated	✓		Interview/References
Excellent listening and communication skills (verbal and written)	✓		Interview/References
Excellent standard of literacy and numeracy skills	✓		Application/References
Understanding of the barriers to achievement & wellbeing and willingness to use innovative approaches to pupil motivation and pastoral care	✓		Interview/References
Effective IT skills and the ability to use IT to support pupils learning/access to the curriculum	✓		Interview/References
Commitment to ensuring excellent standards of behaviour at all times	✓		Interview
Set consistently high expectations of self and others and be professional at all times	✓		Interview/References
Excellent interpersonal skills	✓		Interview/References
The ability to access a range of data/evidence to monitor/evaluate progress of pupils	✓		Interview
An understanding of the wider curriculum beyond school and the opportunities it provides for pupils	✓		Interview