

Recruitment Pack



St. Crispin's
Excellence for all



Intervention Assistant



St. Crispin's School is part of The Circle Trust, company number 11031096
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144

St Crispin's School

Headteacher:

Ginny Rhodes

NOR 1283, 11-18 years

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

www.crispins.co.uk

Intervention Assistant – Immediate Start

26 hours per week, term time only + 5 INSET days

F/T salary £24,491

Would you like to make a real difference to the lives of our amazing young people and be part of a friendly, supportive team?

As an Intervention Assistant working under the guidance of our Heads of Department and qualified teachers you will play an invaluable role supporting individual and small groups of students to develop and improve basic literacy and numeracy skills.

If you are passionate and skilled in engaging, motivating and inspiring young people to learn, progress and achieve we would love to hear from you.

St. Crispin's School is a happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both students and staff. We are a high-attaining school with student behaviour described as exemplary (OFSTED 2017.)

To apply: Please complete the application form available at www.crispins.co.uk/vacancies and email to Mel Knight, PA to Headteacher knightm@crispins.co.uk

Closing date: 9am Monday 8th November

Interviews: Friday 12th November PM

For more information: Mel Knight on 0118 978 1144 or email: knightm@crispins.co.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced CRB clearance and satisfactory employment references.



Job Description

Salary Grade 5 point 17

Terms and conditions

Hours per week: 26 hours

Aim and main purpose of the job

To support student learning under the direction of qualified teachers

General Accountabilities:

1. To work with individuals and small groups of students who have been identified as in need of extra support
2. Prepare work for intervention/support sessions using appropriate resources e.g. the intervention tool kit, identified raising achievement schemes, under the guidance of the classroom teacher
3. Deliver, assess, and mark work providing feedback to the individuals/small groups
4. Organise and manage the learning environment and resources, taking into account student's language and cultural background
5. Work with the Classroom Teacher/Head of Maths/ Head of English to establish and monitor individual targets for students
6. Monitor, record and analyse pupil data such as attendance records and tracking data
7. Take account of students SEN and support in the classroom.
8. Liaise with other professionals respecting confidentiality, contributing to observations, record keeping and assessment of students
9. Report student progress to Head of Departments
10. To follow statutory guidance and school policies including child protection and safeguarding
11. To carry out tasks as reasonably required by the Headteacher.

Details of Line Management

This post is line managed by a Deputy Headteacher, day to day activities are directed by the Head of Maths and English.

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Person Specification

Key Criteria	Essential	Desirable
<p>Qualifications and Training</p>	<p>Good literacy/numeracy skills</p> <p>Supervisory skills</p> <p>Will hold a <i>relevant</i> degree</p>	<p>Experience of working in a secondary school, HLTA standard or equivalent qualification or experience</p> <p>Training in relevant strategies e.g. Behaviour management, special needs, bi-lingual, signing. etc.</p> <p>Have undertaken appropriate first aid training.</p>
<p>Competence Summary (knowledge, abilities, skills, experience)</p>	<p>Will have an evident skills base in engaging, motivating and inspiring young people to learn, progress and achieve</p> <p>Will have an evident skills base in learning, teaching, assessment methods</p> <p>Will have knowledge and/or experience of learning and teaching pupils with additional needs within either a primary, secondary or special school setting</p> <p>Knowledge of how to differentiate curriculum materials</p> <p>The ability to organise and maintain effective record keeping</p> <p>Able to form positive relationships with pupils while exercising authority in the classroom</p> <p>Experience of working with pupils with additional needs.</p> <p>Able to use ICT to effectively support learning</p> <p>Good interpersonal skills, with the ability to communicate clearly and respond sensitively to others</p>	<p>Working knowledge and experience of implementing national curriculum, relevant learning programmes/strategies and understanding of child development and learning processes (in particular barriers to learning)</p>

	<p>The ability to work independently and as part of a team</p> <p>The ability to act upon advice and guidance</p> <p>A commitment to the role and on-going professional development</p> <p>Knowledge of GCSE specifications</p> <p>Able to work with pupils within an agreed behaviour management policy.</p>	
Work related personal requirements	<p>Commitment to equality of opportunity</p> <p>Commitment to continuing professional development.</p>	
Other work requirements	<p>Suitable to work with children</p> <p>Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities.</p>	

Policy Statement

To view our Recruitment Privacy Policy please see link below:

[St Crispin's School Recruitment Privacy Policy](#)

