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**The Portsmouth Academy**

**Job Description**

**Student Engagement and Interventions Co-ordinator**

**Grade E**

**37 hours per week – Term Time Only**

**Responsible to: Assistant Principal: Inclusion**

**Responsible for: Student Engagement and Intervention Assistants**

**Main purpose of the post:**

* Support the vision, ethos and policies of the academy which secure effective and successful learning and promote high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity or disability;
* To lead and manage the Student Engagement and Intervention team to be an effective force for intervention (both inside and outside the classroom and within the Inclusive Provision setting); securing strong progress for SEND and EAL students.
* To lead, manage and evaluate reading interventions which may include ECAR or Lexia PowerUp.
* To ensure that outcomes for SEND students are in-line with outcomes for non-SEND students including examination outcomes and post-16 destinations.
* To work effectively with our Attendance Improvement Co-ordinators to monitor and intervene with any SEND student who is being disadvantaged by poor attendance to school.
* To work effectively with our Associate Leaders of core subjects to deploy effective intervention to break down barriers for disadvantaged students.
* To act as a lead practitioner for the Student Engagement and Interventions team and exemplify excellent practice in working with teachers and students; being mindful of need to show growth in personal practice.
* To act as a point of contact and support for parents of students with SEND.
* To carry out administrative duties to support the SENCO including student files, statutory documents; linking key documents to Provision Map and SIMs; and those relating to exam access arrangements.

**Leadership & Management**

* Have a vision for how the Student Engagement and Intervention team should operate to be able to secure excellent pupil progress and implement these standards effectively.
* Support the professional development of the team and arrange/deliver training, including the supervision and monitoring of the TA apprentice programme.
* Quality-assure the work of the team including implementing the academy’s performance management policy.
* Work closely with the Inclusive Provision Manager and the rest of the Student Engagement Department to ensure high quality support for students within The Link and The Connect provisions.
* To support the SENCo in maintaining Provision Map and ensuring that all documentation is relevant and current.
* Be the contact point for outside agencies such as the Educational Psychologist service, Visual Impairment and Occupational Therapist.
* Provide relevant information/attend case meetings including for EHCPs and Annual Reviews.
* Leading the Student Engagement and Interventions Assistants to maintain accurate and up-to-date SEND and EAL student passports to ensure all staff have the information that they need; including strategies for supporting those individual students.
* Hold regular meetings with the Student Engagement Department which record how they are impacting on pupil progress and supporting with establishing outstanding teaching, learning and assessment.

**Developing a Team**

* Model the planning, organising and managing of structured learning activities that make a demonstrable impact on learning.
* Show how to evaluate and adjust teaching plans – feeding back to teachers.
* Observe and feedback to Student Engagement and Interventions Assistants, monitoring their progress and ensuring there is bespoke professional development to support them.
* Assess students to diagnose learning needs and lead others in how to intervene successfully.
* Be able to observe teachers as they work with individuals and provide feedback which enables teachers to develop their practice.
* Ensure that Year 6 SEN transition information is used to provide effective support during transition days and at the beginning of Year 7.

**The Student Support Co-ordinator will**

* Actively promote the Academy’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination from taking place.
* Maintain awareness of a commitment to the Academy’s Equal Opportunity Policies in relation to both employment and service delivery.
* Fully comply with the Health and Safety at Work Act 1974, the Academy’s Health and Safety Policy and all locally agreed safe methods of work.
* Participate in Performance Management and contribute to the identification of personal development needs.

**General Academy Support**

* To act as point of contact for access to services and programmes for supported students.
* Report student and school issues in line with the Academy’s policies and procedures.
* Attend meetings and training sessions as required.
* To maintain high standards of confidentiality.
* To carry out administrative tasks associated with all of the above duties.
* Be involved in extracurricular activities.
* To undertake other duties appropriate to the grading of the post as required.
* Liaison with outside specialists and the sharing of information with staff.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.