

POST: Intervention Manager

SALARY SCALE: 5 points 12-17

RESPONSIBLE TO: SENDCO

Main Roles

- To lead on the whole school interventions programme
- To collate and record the names of students requiring intervention
- To prioritise and group students into appropriate sessions and keep accurate waiting lists
- To inform teaching staff of upcoming interventions, and when interventions will end
- To communicate with parents and carers regarding the start, end and outcomes of interventions.
- To timetable interventions and organise rooms for intervention delivery.
- To ensure accurate register keeping
- To ensure all LSAs have the appropriate number of timetabled sessions
- To train or arrange training for LSAs in the running of effective intervention sessions
- To support LSAs to evaluate the impact of interventions in lessons.
- To undertake pupil observations both during interventions and in classes
- To ensure the progress of each student is recorded and interventions are evaluated
- To co-ordinate staff surveys of the impact of interventions.
- To provide reports on the effectiveness of interventions and the efficiency of the intervention process.
- To update the range of interventions offered in school; modifying, adapting, sourcing new materials and quality assuring provision.
- To deliver interventions to a reasonable case-load of students.

Purpose of the Post

- To coordinate, manage and quality assure intervention provision for students requiring interventions.
- To ensure interventions are effectively planned, delivered, monitored and evaluated to maximise student outcomes in liaison with the Learning Support staff.
- To support LSAs in the delivery of high-quality interventions and in-class support.

Performance Standards

- Checking intervention attendance and intervention completion.
- Monitoring LSA evaluations.
- Completing an evaluation of intervention impact.
- Ensuring intervention records are accurately maintained
- Ensuring intervention groups are appropriately staffed and delivered.
- Monitoring and evaluating the effectiveness of interventions through lesson observations, staff feedback and student outcomes.
- Providing timely and constructive feedback to support continuous improvement.

Determination

Honesty

Readiness

Respect

Spark