



Stockport School

Job Description

Healthy and Thriving Intervention Coordinator - HLTA

Salary: Scale 5, Points 12-17

Hours: 32 hours per week, Term time, plus 2 days only
8.30am – 4.00pm (Monday–Thursday)
8.30am – 3.30pm (Friday)
(20-minute & 40-minute unpaid break each day)

(With opportunity for additional paid overtime to supervise interventions, student enrichment clubs, lunch duties, and student work at lunchtime and after school).

Post reports to: Healthy and Thriving Manager

Main purpose of the post

In support of the school's inclusive whole-school approach to mental health, wellbeing and inclusion, the Healthy and Thriving Intervention Coordinator – HLTA will support the effective identification, coordination and delivery of targeted early intervention for students.

The role will contribute to the Healthy and Thriving mission:

“To provide accessible, early intervention mental health and wellbeing support that helps every student feel safe, understood, emotionally regulated, ready to learn and thrive.”

The post holder will play a key role in coordinating the school's targeted intervention offer, ensuring that students identified through the school's support processes receive appropriate, timely and purposeful intervention. This will include supporting the coordination of referrals and recommendations, allocating students to appropriate interventions, monitoring the progress of interventions and ensuring that appropriate baseline and review information is completed.

The role will also involve the direct delivery of targeted, personalised and goals-based early intervention to students who require focused support with their emotional wellbeing, regulation and readiness to learn.

Working as part of the Healthy and Thriving Team, the post holder will work collaboratively with colleagues across school and, where appropriate, external professionals to ensure that students receive appropriate support and that interventions are regularly reviewed for their effectiveness.

Duties and Responsibilities

Intervention Coordination

- Attend and take accurate minutes of regular Stockport School Inclusion Panel (SSIP) meetings, ensuring that key discussions, decisions and agreed actions are clearly recorded.
- Work closely with the Healthy and Thriving Manager and relevant colleagues to ensure that actions arising from SSIP meetings are followed up effectively.
- Following SSIP discussions, coordinate the allocation of students to appropriate targeted interventions, taking account of the presenting needs and identified goals of each student.
- Ensure that appropriate intervention provision is recorded accurately and maintained in line with school procedures.
- Ensure that relevant information is submitted prior to the commencement of an intervention.
- Confirm that the proposed intervention is appropriate to the identified needs and goals of the student and, where it is considered unsuitable, ensure that the student is referred back to SSIP for further consideration.
- Monitor the progress of students throughout an agreed intervention period and ensure that required information and documentation is completed.
- Following the completion of an intervention, ensure that an appropriate review meeting takes place and that the relevant exit information is completed.



POSITIVITY

RESPECT

OPPORTUNITY

UNITY

DETERMINATION





Stockport School

- Support the Healthy and Thriving Manager in monitoring the effectiveness and impact of the school's targeted intervention offer.
- Maintain accurate and confidential records relating to student interventions.
- Communicate effectively with staff delivering interventions to ensure that expectations, student needs, intervention goals and review arrangements are understood.

Targeted Early Intervention

- Deliver targeted, personalised and goals-based early intervention to students identified as requiring focused support.
- Develop positive, supportive and trusting relationships with students, creating an environment in which students feel safe, understood and able to engage with intervention.
- Deliver structured interventions that support students to develop emotional awareness, emotional regulation, coping strategies, resilience and positive approaches to learning and wellbeing.
- Work with students individually or in small groups, according to identified need.
- Plan and prepare appropriate intervention activities based on the individual needs and identified goals of students.
- Establish clear and achievable goals with students and review progress throughout the intervention.
- Adapt intervention approaches in response to student progress, engagement and changing needs.
- Provide appropriate feedback to relevant colleagues regarding student progress and any emerging concerns.
- Identify where a student's needs may require further assessment, support or referral and communicate this appropriately to the Healthy and Thriving Manager and relevant staff.
- Contribute to the development of a consistent approach to early intervention across the Healthy and Thriving Team.

Communication and Partnership Working

- Develop and maintain effective working relationships with colleagues across Pastoral, SEND, Attendance, Safeguarding and Curriculum teams.
- Liaise with relevant staff to ensure that appropriate information is shared to support students effectively.
- Contribute to meetings and discussions regarding individual students where appropriate.
- Work collaboratively with colleagues and external professionals, where required, to support a coordinated approach to student wellbeing and inclusion.
- Maintain confidentiality and sensitivity when working with students and information relating to their individual needs.
- Follow the school's safeguarding procedures and report concerns appropriately.

Student Support

- Support the Healthy and Thriving Team in promoting positive emotional wellbeing, inclusion and engagement in school.
- Use appropriate strategies to support students to develop independence, self-awareness and emotional regulation.
- Encourage students to identify and develop their own strategies for managing challenges and accessing support.
- Promote positive relationships and interactions between students and adults.
- Support students to develop the skills and confidence required to be ready to learn and thrive.
- Recognise and respond appropriately to changes in a student's presentation, behaviour or emotional wellbeing.

Monitoring and Review

- Ensure that intervention activity is appropriately monitored and evaluated.
- Contribute to the collection and review of baseline, progress and exit information to demonstrate the impact of interventions.
- Support the Healthy and Thriving Manager in identifying patterns, emerging needs and areas for development within the school's intervention offer.
- Ensure that students are appropriately stepped up, stepped down or referred back for further consideration where their needs change.



POSITIVITY

RESPECT

OPPORTUNITY

UNITY

DETERMINATION





Stockport School

Health and Safety

- Co-operate with the employer on all issues relating to Health, Safety and Welfare.
- Ensure that all activities and interventions are delivered in a safe and appropriate environment.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Other Professional Responsibilities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher or line manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Job description agreed correct by:

Post Holder:

Signed:

Date

Headteacher:

Signed:

Date

