



## **Cardinal Wiseman Catholic School**

### **Job Description**

<b>Post Title:</b>	<b>LEARNING INTERVENTION MANAGER</b>
<b>Responsible to:</b>	SENCO
<b>Purpose:</b>	Under the direction of the SENCO to work independently to manage the learning interventions within the school overseeing HLTA staff within the department.
<b>Working Time:</b>	Up to 37 hours per week, term-time only plus 5 training days (39 weeks)
<b>Salary/Grade:</b>	Romero Grade 5
<b>Disclosure level</b>	Enhanced
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"><li>• To manage the day to day running of the Learning Support service, working collaboratively with teaching staff to provide appropriate work and support to the students attending this service, addressing their academic, emotional, social and behavioural needs as appropriate.</li><li>• Assist with group/whole class activities within and away from the school such as educational visits.</li><li>• To supervise intervention rooms, ensuring adequate staffing and appropriate skill mix, dealing with problems as they arise</li><li>• To resource interventions managing the staffing of the Learning Support department to ensure each student receives an appropriate intervention with a member of staff</li><li>• To contribute to and complete SEND documentation</li><li>• Responsible for contributing to the School Behaviour and Discipline policy.</li><li>• Organise appropriate work and support the students learning according to individual needs.</li><li>• Utilise ICT in learning activities and develop pupils' competence and independence in its use.</li><li>• Work with staff to develop individualised learning for students attending the Learning Support service.</li><li>• Assist with delivering programmes to support behaviour, emotional and social needs to include academic needs including literacy and numeracy.</li><li>• Supervise students in the department outside of lesson times, including before and after school and during break and lunchtimes.</li><li>• Maintain high levels of discipline within the department.</li><li>• Keep clear and up to date records.</li></ul>





	<ul style="list-style-type: none"><li>• Communicate with staff and parents regarding the progress of students working within the Centre.</li><li>• Attend and contribute to meetings regarding students.</li><li>• Work with external agencies to support the individual needs of students within the Centre.</li><li>• Support and contribute to the overall ethos/work/aims of the school.</li><li>• Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.</li><li>• Attend and participate in relevant meetings as required.</li></ul>
<b>General Responsibilities:</b>	<p><b>Health &amp; Safety</b> You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the Academy/School's Health and Safety Policy.</p> <p><b>Child Protection/vulnerable adults statement</b> The School/Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment</p> <p>You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Safeguarding policies and procedures at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.</p> <p><b>School values</b> Ensure your work, communication and approach conforms to the school values of the School and the wider Academy. Keep up to date, and comply with the School/Academy Rules, Policies and Procedures at all times, as detailed in the School Code of Conduct.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p><b>Catholic Life</b> To make a positive contribution to the wider life and ethos of the school in supporting the school in meeting its legal requirements for worship.</p>





### **Special Conditions**

Education is an ever-changing service and all staff are expected to participate constructively in schools and to adopt a flexible approach to their work.

The job description will be reviewed annually during the performance review process and will be varied in light of the business needs of the school.

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

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

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.