

# Sixth Form Intervention Coordinator

## Person Spec

Attributes	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience working with children/ young people/sixth form students in a school or similar setting</li> <li>• Experience managing behaviour and supporting students with challenging behaviour</li> <li>• Experience working with students at risk of exclusion, disengagement or underachievement</li> <li>• Experience liaising effectively with staff, parents/carers and external agencies</li> <li>• Experience monitoring attendance, behaviour and academic progress</li> <li>• Experience supporting safeguarding processes and referrals •</li> </ul>	<ul style="list-style-type: none"> <li>• Experience managing internal exclusion or alternative provision (e.g. TATE)</li> <li>• Experience mentoring or coaching students</li> <li>• Experience working within a secondary school setting</li> <li>• Experience supporting multi-agency work</li> <li>• Experience implementing interventions (pastoral, behavioural or academic)</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• Good standard of general education (GCSE or equivalent), including English and Maths</li> <li>• Strong literacy and numeracy skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Confident use of IT systems, data tracking systems and school databases</li> <li>• Willingness to undertake relevant training</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding training</li> <li>• Behaviour management or pastoral training</li> <li>• Relevant qualification in education, youth work, mentoring or safeguarding</li> </ul>
Special Skills and Knowledge	<ul style="list-style-type: none"> <li>• Strong understanding of behaviour management strategies and school systems</li> <li>• Knowledge of safeguarding, child protection and confidentiality</li> <li>• Awareness of barriers to learning and strategies to overcome them</li> <li>• Ability to implement and monitor interventions</li> <li>• Ability to analyse student data and identify risk</li> <li>• Knowledge of attendance strategies</li> <li>• Understanding of early help processes</li> <li>• Ability to maintain accurate records</li> <li>• Understanding of working with vulnerable students</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school behaviour systems and tiered interventions</li> <li>• Knowledge of multi-agency working practices</li> <li>• Knowledge of alternative provision models</li> <li>• Understanding of Prevent duty</li> <li>• Experience contributing to safeguarding policy</li> </ul>

<p>Personal Skills and Qualities</p>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to build positive relationships</li> <li>• Calm, resilient and professional</li> <li>• High integrity and confidentiality</li> <li>• Strong organisational skills</li> <li>• Ability to work independently and in a team</li> <li>• Initiative and decision-making skills</li> <li>• Problem-solving skills</li> <li>• Ability to model high standards</li> <li>• Flexible and proactive</li> </ul>	<ul style="list-style-type: none"> <li>• Experience leading interventions</li> </ul>
<p>Additional Factors</p>	<ul style="list-style-type: none"> <li>• Commitment to the aims and ethos of the Academy</li> <li>• Commitment to safeguarding</li> <li>• Willingness to support safeguarding team</li> <li>• Contribution to wider Academy life</li> <li>• Flexible working approach</li> <li>• Visible role model across the Academy</li> </ul>	