

TUDOR GRANGE ACADEMY SOLIHULL



SIXTH FORM INTERVENTION

CO-ORDINATOR

Job Description

Grade 5 NJC Points 12-17

FTE £28,598 - £31,022

Permanent

37 hours per week

39 Weeks per year (up to 43 weeks available)

8.00am – 4.00pm

8.30am – 4.30pm

(Fridays finish at 3.30pm / 4.00pm)

Core Purpose

The Sixth Form Intervention & Safeguarding Co-ordinator plays a central role in ensuring that all students are safe, supported, and able to achieve strong academic outcomes.

The post holder will:

- Drive academic progress through targeted intervention at Post-16
- Support with pastoral care, behaviour and safeguarding practice across the Sixth Form
- Identify and remove barriers to learning, attendance and engagement
- Support high expectations, strong conduct and positive learning behaviours
- Ensure effective transition, retention, and progression of students across KS4–KS5

The role combines the strategic academic intervention of the Sixth Form with the rigorous safeguarding, behaviour, and systems leadership of the CIC role.

Core Leadership Qualities

- Commitment to inclusive education and student success
- Strong understanding of Post-16 academic, pastoral, and safeguarding needs
- High levels of integrity, confidentiality, and professionalism
- Ability to build strong, purposeful relationships with students and families
- Excellent organisation, case management, and data analysis skills
- Resilience and adaptability in responding to student need
- Strong communication and multi-agency working skills
- Ability to model high expectations, standards, and conduct

Specific Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.

- Act in accordance with and in support of the aims and policies of the Academy.

Student intervention and academic support

- Identify students requiring intervention through progress, attendance, and pastoral data analysis
- Design, implement, and evaluate individual and group intervention programmes
- Provide mentoring, coaching, and study skills support
- Monitor and review students at risk of underachievement
- Work with teaching staff to improve outcomes and close gaps
- Lead supervised study sessions, catch-up groups, and targeted provision
- Use tracking systems to identify underachievement and coordinate response
- Maintain accurate records of interventions, behaviour, and safeguarding
- Use data to evaluate impact and adapt strategies

- Communicate regularly with parents/carers
- Produce reports for Sixth Form and senior leadership
- Coordinate support between tutors, teachers, and external professionals

Pastoral care, behaviour and student engagement

- Provide targeted pastoral support linked to wellbeing, conduct, and personal barriers
- Support tutors and staff in implementing behaviour systems consistently
- Oversee and monitor student conduct, sanctions, and behaviour pathways
- Maintain a visible presence across the Sixth Form, modelling expectations
- Promote a culture of resilience, ambition, and positive learning habits
- Support peer mentoring and student leadership opportunities
- Monitor attendance and punctuality, identifying students at risk
- Implement strategies to improve attendance and retention
- Liaise with attendance teams, families, and external agencies

Careers, progression and Post-18 pathways

- Support students in planning ambitious next steps (HE, apprenticeships, employment)
- Provide guidance on applications, CVs, and interviews
- Identify students needing additional support with destinations
- Contribute to CEIAG delivery and destination tracking

Safeguarding

- Stand in for the DSL in their absence or when necessary at other times, for example in meetings or when staff are reporting a concern.
- Refer cases of suspected abuse to the Local Authority Children's Social Care as required, and support other staff who make a referral.
- Refer cases where a crime may have been committed to the Police as required.
- Refer cases to the Channel programme where there is a radicalisation concern as required, and support other staff who make a referral.
- Support the Academy with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk of radicalisation.
- Respond appropriately to all other incoming referrals and causes for concern and take appropriate action.
- Manage referrals and causes for concern and escalate concerns as appropriate if not satisfied with the outcome.
- Keep detailed, accurate and secure records of concerns and referrals, ensuring all actions are logged.
- Ensure safeguarding and child protection files are securely transferred to the new school or college as soon as possible when a child leaves the Academy.
- Attend and contribute effectively to child protection conference, core groups, child in need meetings and other planning, review and strategy meetings.
- Ensure that all agreed actions from meetings are carried out and monitored and that children who are victims of abuse are supported appropriately and sensitively.
- Liaise with case managers and designated officers for child protection concerns at the local authority.
- Liaise with the Principal or Head of the School to inform them of safeguarding issues, especially ongoing enquires under section 47 of the Children's Act 1989 and police investigations.
- Provide guidance to the Principal and SLT on the application of safeguarding policies and procedures.
- Support the development of safeguarding policies, procedures, and practises.
- Maintain detailed safeguarding risk assessments for children who may require one as either a victim or a perpetrator.
- Understand the assessment process for providing early help and intervention and liaise and co-ordinate with external agencies to provide early help as soon as a problem emerges.
- Develop and maintain positive working relationships with the safeguarding governor, Children's Social Care, and other relevant external agencies to ensure effective multi-agency working.
- Maintain links with the Local Children's Safeguarding Board to make sure staff are aware of training opportunities and the latest local policies and updates on safeguarding.

- Act as a source of support, advice, and expertise for staff.
- Provide training for all staff on how to identify signs of abuse; when to make a referral; how to respond appropriately to disclosures; how to report concerns using Academy procedures.
- Provide frequent safeguarding updates to staff on range of safeguarding issues.
- Ensure availability of at least one of the safeguarding team during term time school hours for staff in the Academy to discuss any safeguarding concerns.
- Ensure adequate and appropriate cover arrangements for any out of hours activities.
- Ensure all staff have access to and understand the Trust safeguarding policy and Academy procedures for reporting a concern.
- Induct new members of staff regarding the Academy's procedures and Trust safeguarding policy and relevant Local Safeguarding Children Board procedures.
- Ensure the Trust safeguarding policy is available publicly on the Academy website.
- Encourage a culture of listening to children and taking account of their wishes and feelings.
- Ensure safeguarding has a consistent and visible presence in the Academy.
- Contribute to Trust quality processes with the support of the Executive Trust Lead for Safeguarding.

Systems, Leadership & Whole-School Contribution

- Support SLT and Sixth Form leadership in implementing academy systems
- Contribute to behaviour, safeguarding, and intervention policies
- Support staff training and development
- Uphold all academy policies and expectations

Any other duties in support of the Academy as reasonably decided by the Principal.

Outcomes

- Strong academic progress and reduced underachievement
- High standards of attendance and retention in Sixth Form
- High-quality safeguarding practice and compliance
- High standards of behaviour and conduct in Sixth Form
- Positive student wellbeing and engagement
- Successful post-18 destinations for all students

Line Manager

Director of Sixth Form