



Job Description

Job Title:	Intervention Centre Coordinator
Location:	Solihull Alternative Provision Academy
Salary Band:	Band D; point 20 – 26, £32,597 - £37,280 pro-rata; Actual Salary: £27,944 - £31,958 per annum
Contract:	Permanent, Full-time, 37 hours per week, Monday to Friday, Term time only plus Inset days, (39 weeks worked, 44.7 weeks paid)

The Solihull Alternative Provision is looking to appoint a full-time Interventions Coordinator to join our Academy to coordinate our Intervention Centre. This role will oversee, coordinate, and continuously develop the Intervention Centre to ensure the delivery of high-quality provision. The post holder will be responsible for directing and supporting the centre team, motivating staff, and ensuring the effective delivery of high-quality interventions.

Role Purpose

- To have overall responsibility for the day-to-day operation of the School's Intervention Centre
- To support the team in the Centre to ensure all pupils at the centre have the best possible chance of success whilst working in line with school expectations and the school ethos.
- To work as part of the Intervention Team in partnership with the Pastoral Team in developing and implementing personalised intervention programmes for each pupil who has been identified as needing support in terms of progress, learning, achievement, emotional well-being, behaviour, attendance, engagement, aspirations, or motivation.

Key Responsibilities

Provision Coordination

- Coordinate and continually develop the Intervention Centre to ensure consistently high-quality provision aligned with school priorities.
- Create and maintain a positive, structured and nurturing learning environment that supports pupils with a range of needs.
- Develop effective systems and processes to enable multiple interventions to be delivered simultaneously while maintaining high standards of behaviour, safeguarding and learning.
- Support and motivate a team of staff to deliver consistent, impactful interventions.
- Provide clear direction, expectations and ongoing professional support to ensure staff effectiveness and wellbeing.

- Contribute to a strong, collaborative team culture built on shared values, accountability and reflective practice.

Interventions and Pupil Support

- Ensure the delivery of a range of high-quality interventions designed to improve attendance, engagement, behaviour and overall pupil outcomes.
- Coordinate the team in delivering targeted group and 1:1 mentoring and intervention programmes.
- Oversee the reintegration and transition of pupils back into their mainstream provision or next placement, ensuring continuity of support.

Partnerships and Communication

- Build and maintain strong relationships with parents and carers to support pupil progress and engagement.
- Work closely with school leaders and teaching staff to ensure a coordinated, whole-school approach.
- Liaise effectively with external agencies and services to provide joined-up, wrap-around support where required.

Monitoring, Evaluation and Development

- Use data, impact tracking and analytics to monitor pupil progress and evaluate the effectiveness of interventions.
- Use evidence to inform decision-making and continuously improve provision.
- Share best practice across the school and contribute to, or deliver, staff training related to behaviour, inclusion and intervention strategies.

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare;
- Support the School's implementation of all other current statutory requirements, e.g. Safeguarding, Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development – Personal

In conjunction with the Line Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.

- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

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 Principal, Director of Education or the incumbent of the post.