



With grace and humility, glorify the Lord by your life

SEN Intervention Support Staff – Job Description

Grade F SCP 6 to 11

Line Manager: SENDCO

Job Summary

SEN Intervention Support Staff will focus on targeted interventions for pupils who have been identified as in need of additional support to reduce barriers to learning. SEN Intervention Support Staff will report directly to the SENDCO.

Purpose

The objectives of the SEN Intervention Support Staff will differ according to the individual requirements of each pupil. The overall function is to support SEN pupils with varying needs through the academic, personal and behavioral elements of school life.

Roles & Responsibilities

The tasks of an Intervention Support Assistant will fluctuate, however typical responsibilities will include:

- In alignment with the guidance set in Keeping Children Safe in Education (2025) and Working Together to Safeguard Children (December 2023), be fully committed to establishing and maintain safe, supportive and positive relationships with all students, ensuring their well-being and development in a secure and nurturing environment
- Consistently uphold The Holy Spirit MAC Staff Code of Conduct and ensure adherence to safeguarding protocols and procedures to protect children, as outlined in the St Thomas More Catholic Academy Child Protection and Safeguarding Policy
- Supporting SEND pupils in the classroom
- Providing targeted support outside of the classroom
- Work on differentiated activities with groups of students
- Liaise with the SENDCO to deliver SEN provision
- Developing social/emotional skills (depending on individual need)
- Working with teachers to monitor progress of pupils
- Accompanying pupils to relevant therapy sessions (depending on individual need)
- Supporting SEND pupils with the demands of public examinations

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified. The holder is expected to carry out the professional duties of the post as circumstances may require, under the reasonable direction of the Principal.

Your annual performance review is based on this overall job description and with particular emphasis on your individual annual targets. These are set in discussion with your line manager.

The Holy Spirit Catholic MAC is an organisation where safeguarding is our prime importance and we are stringent in our approaches to making sure all our children and adults are kept safe and well cared for. We will only appoint staff who can demonstrate that they share this commitment and who can take responsibility for the wellbeing of all children within all of our schools.

The successful applicant will be required to complete an enhanced DBS check prior to taking up this position and to have two fully supportive professional references.