

JOB DESCRIPTION

Job Title	Recovery Intervention Assistant
Salary	£15 per hour
Location	St Bede Primary Academy
Line Manager	Key Stage Assistant Head

PURPOSE OF THE ROLE

St Bede Primary Academy is looking to appoint an outstanding Recovery Intervention Assistant to deliver our 'School-Led Tutoring' in a variety of subjects across the curriculum in Key Stage 2, with a particular focus in Year 6.

MAIN AREAS OF RESPONSIBILITY

We are seeking a Recovery Intervention Assistant to work face-to-face with pupils to support catch up interventions in upper Key Stage 2, with a particular focus in Year 6, and additionally:

- To liaise and collaborate with relevant Curriculum Leads regarding which areas from the subject curriculum are to be delivered.
- To prepare and deliver in-person lessons with small groups of pupils.
- To support pupils to catch-up by teaching pupils according to their educational needs.
- To provide comprehensive feedback for each pupil.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To ensure a high-quality learning experience for pupils which meets internal and external quality standards.

QUALIFICATIONS AND EXPERIENCE

St Bede Primary Academy is looking for a committed Recovery Intervention Assistant to support, develop and implement our strategies for working with pupils and families to overcome barriers to learning. We are looking for an applicant who believe in building strong relationships with pupils and are willing to go the extra mile to support them in being successful.

It is desirable that applicants should possess one or more of the following:

- Primary school experience.
- Experience in supporting primary school age pupils in academic study.

The Recovery Intervention Assistant may be trainee teachers, non-practicing (or retired) teachers or tutors with a strong academic background which may include higher education or university students. Knowledge of the Year 6 curriculum and experience of working with Year 6 pupils is essential.

MANAGEMENT INFORMATION

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupils progress and use information to inform teaching and learning.

COMMUNICATIONS & LIAISON

- To communicate effectively with class teachers and colleagues.
- Where appropriate, to communicate effectively with parents.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES

- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

HEALTH AND WELL-BEING

- To ensure staff know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- To ensure staff know the local arrangements concerning the safeguarding of children and young people and know how to identify potential child abuse or neglect and follow safeguarding procedures.
- To ensure staff know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

SCHOOL ETHOS

- To play a full part in the life of the school community, to support its distinctive ethos and vision
- Promote actively the school's corporate policies.
- Comply with the school's health and safety and safe-guarding policies and undertake risk assessments as appropriate.



PERSON SPECIFICATION

	Criteria	Essential	Desirable	Application	Interview
Knowledge & Skills	Good classroom management skills and rapport with pupils	√		√	√
	A strong, dynamic character		√		√
	Good communication and inter-personal skills	√			√
	Demonstrate the ability to enthuse and encourage others	√			√
Qualifications	A good standard of general education	√		√	
	Good Honours Degree		√	√	
Experience	Have high personal and professional standards and well-developed pastoral skills and instincts.	√			√
	Work well in a team.	√		√	√
	Demonstrate the ability to enthuse and encourage others.	√			√
	Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations	√		√	√
Attitude & Personal Qualities	Tact, discretion and listens whilst maintaining confidentiality	√			√
	Willingness to take part in the wider life of the School	√		√	√
	Commitment to safeguarding and promoting the welfare of children and young people	√		√	√
	Motivation to work with children and young people	√		√	√
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√			√
	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	√			√
	Honesty and Integrity	√		√	√
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	√		√	√