



Application Pack

Intervention Assistant

Required for 1st July 2024



Leverhuime
Church of England and Community Trust





Welcome to the school

Dear Potential Colleague

Thank you for expressing an interest in joining Harper Green School. Within this pack, you will find information about the school, job role of Intervention Assistant and the application process.

We are looking to appoint enthusiastic and reliable individuals to work within our team of dedicated staff and welcome applications from candidates with the relevant skills and experiences. The ability to interact positively with our students and staff is essential to fulfil the role we are advertising.

Harper Green School is a dynamic secondary school situated in the South of Bolton and serves a varied community catering for students of all abilities and backgrounds. We seek not only to enable students to achieve their academic potential but also to develop the character, skills and values needed to be successful in life and make a positive contribution to society as a whole.

To these ends, we have excellent facilities, alongside a talented and highly committed staff, both teaching and associate. This allows us to provide a broad and balanced curriculum as well as the diverse opportunities in extra-curricular learning which are so crucial to developing wider skills and confidence in students.

Our vision is to ensure that all our students achieve the highest possible standards in all they do. We aspire to promote independence, together with a sense of responsibility whilst striving for academic excellence. We seek to encourage and motivate our students to achieve their full potential within a vibrant and purposeful environment which respects the rights and needs of all individuals so that they are able to acquire the necessary skills for successful adult lives.

We continuously strive to improve outcomes for students. The hard work of both staff and students in embedding excellent subject pedagogy is a credit to their commitment to achieving the highest standards for all. Harper Green School is on a new and exciting journey as an integral part of the Leverhulme Academy Trust.

This is an exciting opportunity to be part of the drive to make Harper Green School a place which delivers high quality teaching and learning together with positive pastoral support and guidance.

Thank you in advance for the interest you have shown.

Yours faithfully

Michelle Jefferies
Director of Resources





Welcome to Harper Green High School

Part of Leverhulme Academy Trust

As a school, we are proud of the achievements and successes of our students. It is through the dedication of our highly professional and motivated staff that ensures each child flourishes in a safe and happy environment.

As a school, our beliefs are simple: each individual leaves Harper Green with the qualifications and skills needed to achieve their ambitions. We challenge students to explore the furthest reaches of their intellectual, physical and emotional capabilities so that they realise their own infinite potential.

All our staff share a relentless commitment to ensuring that every lesson is engaging, challenging and suited to the learning needs of each individual. This is underpinned by a strong pastoral team that creates an inclusive environment where every child feels safe, happy and valued.

Harper Green is the platform for young people to develop into global citizens that can make a valued contribution to society. The learning, social and cultural experiences our young students have at Harper Green are pivotal in shaping the people they become and provides them with the aptitude, achievements and opportunities to access life beyond school.

Our Ethos and Values

At Harper Green, we recognise that all students are unique with individual talents and needs. As a community, we identify, nurture and develop these talents in an atmosphere of trust and mutual respect. Our students leave Harper Green with the qualifications needed to realise their ambitions and foster a love of learning that remains with them into their adult life. Students of Harper Green make valuable contributions to society as well-rounded citizens.

As a school, we challenge students to explore the furthest reaches of their intellectual, creative, physical, and emotional capabilities to realise their own infinite potential. Our students see learning as a lifelong challenge, enabled by a philosophy of boundless opportunities; students take a responsibility to be central to their own development, striving for constant improvement in a safe environment that fosters strong spiritual and cultural understanding and respect.

Harper Green is the platform for young people to develop into global citizens that can make a valued contribution to society. It is the learning, social and cultural experiences our young students have at Harper Green that are pivotal in shaping the people they become and provides them with the aptitude, achievements, and opportunities to access life beyond school.

Ofsted 2023

I am delighted that Ofsted has recognised all that we do here together at Harper Green for our students and community, and that our values underpin who we are and what we stand for.

Ofsted recognised the quality of relationships and strength of our community and fed back how well our staff know our students as individuals, acknowledging that positive relationships are at the heart of all we do. The Ofsted team recognised that what they saw throughout the two days spent with us is what happens day in, day out at our school.

Harper Green is a caring community, and this well-deserved judgment is a culmination of the hard work, dedication and collaboration of our staff; the pride and 'we are HARPER' attitudes of our fantastic children: [Link to Ofsted Report](#)



Leverhulme
Church of England and Community Trust

"I've grown by working with excellent practitioners."

Outgoing Head of Department



“Discovering dreams, achieving ambitions, and transforming lives.”

Harper Green High School is part of Leverhulme Academy Trust with Rivington and Blackrod High School and Sixth Form. As a Trust, we work together to ensure that all children receive an excellent education irrespective of their starting point. We relish the opportunity to be a part of the much-needed regeneration of areas we work in and wish to play a full role in the wider community.

Vision

The vision of the Leverhulme Academy Trust is to prepare young people for life, academically, socially, and spiritually and to provide inspiring learning environments that allow our students to excel.

Mission

The Trust’s mission is to ensure we provide:

- nurturing and inclusive communities that inspire, engage, support, and transform the dreams and ambitions of all
- empowering communities that listen, prioritise personal leadership and responsibility, and promote social justice
- learning environments in which the unique talents and skills within all of us are recognised, nurtured and celebrated
- creative, exciting and innovative curricular opportunities enabling access to qualifications and skills for lifelong learning
- outstanding teaching, leadership and learning for all to maximise rapid and sustained educational standards within and across our family of schools

Values

Our values underpin our mission and provide the basis on which we will achieve our vision. We passionately strive to provide a Multi Academy Trust that is:

- respectful, inclusive and tolerant of all
- responsive to the voices, needs and experiences of all
- committed to celebrating the local context and purpose of each school within the Trust through a strong focus on collaboration, partnerships and networking
- inclusive of all faiths and British values
- constantly striving for excellence and continuous improvement in all that we do

Mr Paul Roach

CEO

Leverhulme Academy Trust

“An outstanding community school which has massively positive impact on the local community.”

Outgoing Assistant Headteacher

Working for Leverhulme Academy Trust is rewarding in lots of ways. In addition to a competitive salary, we offer a wide range of benefits to support your career development, health and wellbeing, finances and family.

Pension

We offer an excellent pension scheme with the Local Government Pension Scheme and Teachers Pension Scheme.

Continuous Service

Continuous service will be honoured for candidates moving from local authorities.

Enhanced Family Leave

We offer an enhanced family leave scheme to support our employees.

Enhanced Contractual Sick Pay

We offer enhanced contractual sick pay in line with the Burgundy Book and Green Book.

Salary Sacrifice Scheme

Employees can benefit from salary sacrifice schemes, including Cycle to Work scheme and a healthcare cash plan.

Support Services

We provide access to an occupational health provider for advice and support.

Excellent Career Development

We are committed to providing excellent CPD with access to further training and the opportunity to stretch your abilities and advance your career.

Free Parking on Site

Employees can enjoy the benefits of free car parking across our sites.

Free Access to Office 365

We have a dedicated IT Support Team to assist with any IT related queries.

Free Flu Vaccinations

We offer free flu vaccinations on an annual basis to all staff.

Trade Unions and Professional Associations

We recognise all of the leading trade unions and professional associations in the education sector and share the common objective of maintaining good employee relations.

“The support staff give to students is incredible.”

Outgoing Head of Department



Leverhulme
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Job Description

Job title: Intervention Assistant

Grade: D

Reports to: Alpha Centre Manager
Director of Resources

Line management responsibility: N/A

Main purpose of the job:

To work under the guidance of the Alpha Centre Manager, providing both pastoral, academic and behaviour support to students helping them to overcome barriers to learning.

Main duties

- To establish productive working relationships with students, acting as a positive role model.
- To develop positive relationships with students, positively encouraging and providing support.
- To provide information and advice to enable students to make positive choices about their own learning, behaviour, attitudes and morals.
- To motivate students to engage in their learning experience in the Alpha Centre.
- To work with students to develop their social skills, resilience and self-esteem.
- To support students' access to learning, using appropriate strategies and resources.
- To assist in the development and implementation of appropriate behaviour and restorative intervention programmes.
- To assist in the development, implementation and monitoring of systems relating to behaviour and restorative strategies; and to share good practice with relevant colleagues as and when required.
- To be responsible for keeping and updating records as agreed with the Alpha Centre Manager, contributing to reviews of systems and records as requested.
- To mentor individual students both in the Alpha Centre and when they return back into mainstream lessons.
- To assist the Alpha Centre Manager with the development and implementation of Individual behaviour plans.
- To liaise with teachers, HOD's, pastoral staff and other relevant parties to gather student information to assist in potential intervention and restorative strategies to develop, support and enhance students' behaviour and learning.
- To receive and supervise students referred to the Alpha Centre.
- To provide feedback to students in relation to progress, achievement and behaviour.
- To monitor and evaluate students' responses and progress during their time in the Alpha Centre.
- To promote good behaviour and motivate students to stay on task and enhance their understanding and learning in all curriculum areas, with emphasis on English, Maths and Science.
- To support students in all aspects of learning and behaviour, through observation, coaching, mentoring and 1:1.
- To contribute to the schools enrichment programme and to support the Alpha Centre manager in developing the cultural capital of our students.
- To supervise students on trips and out of school activities as required.

Support for the School

- To be aware of and comply with policies and procedure relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. Contribute to the overall ethos and aims of the school.
- To establish constructive relationships and communicate efficiently and effectively with the Alpha Centre Manager and whole school to support achievement and progress of students.
- To recognise own strengths and areas of expertise and use them to advise and support others.
- To implement planned supervision of students out of lesson times e.g. break/lunchtimes/group activities.

General

- To engage in continuing professional development in order to keep up to date with strategies for working with difficult students and the Professional Development process.
- To support the Alpha Centre Manager administratively as and when required.
- Any other duties commensurate with post.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.



Person Specification

Job title: Intervention Assistant

Skills and Knowledge	Essential	Desirable
The ability to support teaching and learning within a classroom environment.	✓	
The ability to interact with, listen to and positively encourage students tolerance.	✓	
Ability to deal with and respond calmly and promptly to incidents, safeguarding issues and challenging behaviour in accordance with role and responsibilities.	✓	
Ability to supervise children and young people safely, adapting the learning environment where required according to needs, abilities and agreed procedures	✓	
Knowledge and understanding of the relevant school curriculum and age-related expectations of students	✓	
To have excellent organisational skills, allowing for prioritising of workload	✓	
General computer skills	✓	
Ability to promote a positive ethos and act as a role model	✓	
Effective and excellent communication skills both in writing and verbally	✓	
An understanding of the need for dealing with parents, students and outside agencies in a professional manner and to treat the information they provide as confidential	✓	
Ability to work on own initiative and as part of a team	✓	
Ability to follow procedures	✓	
Ability to work and liaise with a wide cross-section of people, specifically young people	✓	
Ability to adapt own approaches in order to meet the needs of vulnerable or challenging young people	✓	
Knowledge of KS3 & KS4 curriculum		✓

Qualifications and training	Essential	Desirable
Good standard of academic achievement (GCSEs A*-C or equivalent INCLUDING English and Maths)	✓	
Willing to take part in own PDP and any identified training	✓	
Previous experience of working in a secondary school setting		✓
TA Qualification		✓

Personal attributes	Essential	Desirable
The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk	✓	
A policy of no smoking will apply	✓	
Valuing diversity – listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how valuing	✓	

diversity can improve our ability to deliver better services and reduce disadvantage		
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Special requirements	Essential	Desirable
Right to work in the UK.	✓	
Satisfactory enhanced DBS certificate.	✓	
Medical clearance.	✓	
2 satisfactory references.	✓	
Full UK driving license and access to a car during working hours.		✓

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.