



PENDLE COMMUNITY HIGH SCHOOL & COLLEGE



APPLICATION PACK

WWW.PCHS.LANCS.SCH.UK

APPLICATION PACK – INTERVENOR

Pendle Community High School and College (PCHS&C) is an outstanding community special school for students with generic learning difficulties. We currently have 162 students on roll (ages 11 -19), with a variety of special educational needs including autistic spectrum disorders, speech, language and communication needs, and physical, medical and/or sensory needs.

PCHS&C moved into our purpose-built accommodation in 2008, where it is co-located with a mainstream secondary school. Our school and college provide an exciting and enriching environment, with a range of opportunities for social and educational inclusion.

Dear Candidate,

Thank you for requesting more information about the vacancy of **Intervenor** at Pendle Community High School & College (PCHSC). At PCHSC our core values are at the HEART of everything we do:

Honesty

Embrace diversity

Ambition

Respect

Togetherness

We are delighted that you have shown an interest in joining our thriving community. If you decide to pursue your application and are successful in securing a job with us, you will be joining a highly committed and dynamic staff team who all play a part in making a real difference to the lives of families, carers and young people with special educational needs.

In addition to this, we also offer a number of staff benefits which includes but is not limited to:

- Enrolment into the Local Government Pension Scheme
- Access to School Wellbeing package & Employee Assistance Program
- Free use of our on-site gym
- Free on-site parking
- Access to the National College and regular CPD opportunities
- Term time only working (*pay pro rata to reflect this*)

For more information about our school & college, please visit our website www.pchs.lancs.sch.uk.

The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service for an enhanced disclosure. Please note that if shortlisted, we will seek references before you attend the interview.

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

Please complete the application form enclosed and submit electronically to Debbie Saxton, HR Administrator, via email at dsaxton@pchs.lancs.sch.uk.

We wish you all the best with your application.



D Grogan, Head Teacher

APPLICATION PACK - INTERVENOR

We are seeking to appoint an Intervenor to support a number of students who have both VI and HI needs as well as generic classroom duties.

This role will be graded at either a TA2b or TA3 level dependent on the applicant's experience, any formal intervenor qualifications and the applicant's competence in Braille and ability to produce resources. This will be discussed at interview.

The successful candidate would be joining a highly committed and dynamic staff team making a real difference to the lives of families, carers and young people with special educational needs. Visit www.pchs.lancs.sch.uk for more information about Pendle Community High School and College.

If you would like additional information or to discuss the role, please contact Debbie Saxton, HR Administrator on 01282 682260 or email dsaxton@pchs.lancs.sch.uk

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Lancashire County Council has a Handling of DBS Certificate Information Policy this is available from the recruiting manager to applicants who are asked to complete a DBS application.

INTERVENOR – JOB DESCRIPTION

JOB TITLE:	Intervenor
GRADE:	Grade 5 / Grade 6 *
<i>* This role will be graded at either a TA2b or TA3 level dependent on the applicant's experience, any formal intervenor qualifications and the applicant's competence in Braille and ability to produce resources. This will be discussed at interview.</i>	
CAR USER:	N/A
LOCATION:	Pendle Community High School & College
RESPONSIBLE TO:	Class Teacher / SLT
STAFF RESPONSIBLE FOR:	N/A
JOB PURPOSE:	The main objectives to be achieved by the Post holder
To work collaboratively with the teacher and with other intervenors in meeting the personal, social and curriculum related needs of pupils with multiple sensory impairments and / or learning disabilities.	
MAIN ACTIVITIES:	What the post holder will actually do. What prescribed duties the post holder will have
In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post.	
Support for pupils <ul style="list-style-type: none"> To work collaboratively with the teacher or other intervenor in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s). To act as the eyes and ears of the pupil with multi-sensory needs, relaying what is seen and heard including all spoken/non-verbal contributions, body language and environment. To ensure that the pupil's preferred communication is used at all times, at a level and pace to suit the multi-sensory needs of pupil(s). To implement multi-sensory programmes with individual pupils or small groups appropriate to the developmental needs of individual children throughout different curriculum areas. To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the multi-sensory needs of pupil(s). To assist in the devising of pupil's individual targets and their monitoring and review. To develop positive relationships with pupils and staff to assist pupil progress and attainment. To record work on a regular basis and to prepare reports termly or as required. To assist in the specific medical/care needs of pupils when training has been undertaken. 	
Support for the teacher <ul style="list-style-type: none"> To monitor individual pupils progress and to report on pupils needs, achievements and concerns. To assist in pupil supervision and the management of pupil behaviour. To undertake classroom administrative tasks including class lists. To provide ideas, materials and learning strategies for lessons To liaise with parents and outside agencies, where appropriate. To assist with the arrangements for administering pupil work experience. Undertake marking of pupils work and record achievement. Administer tests and assist in the invigilation of exams. Assist in the supervision of children on trips/visits. 	
Support for the school <ul style="list-style-type: none"> To assist in providing a purposeful, orderly and supportive environment for learning. To support the promotion of positive relationships with parents and outside agencies. To work within school policies and procedures. To attend staff training/meetings as appropriate. To take care for their own and other people's health and safety. To liaise with the school's appropriate person with regard to the ordering supplies & equipment Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required. To be aware of the confidential nature of issues related to home/pupil/teacher/school work. Assist in the supervision, training and development of other members of staff. To undertake cover supervision for whole classes. 	

Support for the curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities.

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

AGREED BY:

Head Teacher August 2024

INTERVENOR – PERSON SPECIFICATION

REQUIREMENTS (based on the job description)	Essential (E) or Desirable (D)	Identified by: Application form (A), Interview (I), Test (T), References (R) or other (give details)
QUALIFICATIONS		
GCSE grade C / 4 or above in English and Maths	E	A
NVQ Level 2 or equivalent	D	A
Knowledge of deaf blind alphabet	D	A
Level 1 BSL (or working towards)	D	A
Stage 1 Braille	D	A
Recognised Intervenor Qualification	D	A
EXPERIENCE		
Experience of working with people with multi-sensory needs	E	A/I
Experience of working in a relevant learning environment	E	A/I
Experience of Administrative work	D	A/I
Experience of supporting pupils with challenging behaviour	E	A/I
KNOWLEDGE, SKILLS & ABILITIES		
Ability to relate well to children with multi-sensory needs	E	A/I
Ability to work as part of a team	E	A/I
Good communication skills	E	A/I
Ability to relate well to parents / carers	E	A/I
Ability to supervise and assist pupils	E	A/I
Time management skills	E	A/I
Organisational skills	E	A/I
Knowledge of classroom roles and responsibilities	E	A/I
Knowledge of the concept of confidentiality	E	A/I
Ability to adapt and create appropriate resources	D	A/I
Administrative skills	D	A/I
Ability to make effective use of ICT	E	A/I
Contribute to assessment of pupil progress & learning	E	A/I
Ability to deliver work programmes & associated activities	E	A/I
Flexible attitude to work	E	A/I
OTHER (including special requirements)		
Commitment to undertake in-service development	E	A
Commitment to safeguarding and protecting the welfare of children and young people	E	A,I
Satisfactory attendance record/commitment to regular attendance at work	E	R
Commitment to health & safety	E	A,I

Note: We will always consider your references before confirming a job offer in writing	
AGREED BY:	Head Teacher August 2024

CLOSING DATE:	Monday 6 th January 2025 at 12 noon
SHORTLISTING DATE:	Tuesday 7 th January 2025
PROPOSED INTERVIEW DATE:	Friday 17 th January 2025 - TBC