A group of people walking into a building

Description automatically generated



**Intervention Coordinator (Part-time)**

**An exciting opportunity has arisen for an Intervention Coordinator to develop their career within our passionate and ever courageous community**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as ‘Outstanding’ in all five categories in the 2024 Ofsted inspection. Ofsted’s recent parent survey also ranked us as the ‘happiest secondary school’ in Wandsworth.

**The Role**

To support the SENCo in managing all referrals and interventions for students with special educational needs, ensuring effective communication and collaboration within the team.

**Reports to:** Assistant Principal SENCo

**Start date**: September 2025

**Contract:**  Permanent, Term-time only – Part-time (Approximately 20 hours - exact hours to be confirmed)

**Salary**: Ark Support Payscale Grade 7, Point 15-19 (£33,635 - £35,742) – Subject to pro-rata

**Closing Date**: Friday, 8th August 2025

**Key Responsibilities**

**Referral Management:**

* + Coordinate and manage all referrals for students requiring additional support.
  + Maintain accurate and up-to-date records of all referrals and interventions.
  + Ensure timely processing and follow-up of referrals to appropriate services and support.

**Intervention Coordination:**

* + Develop and implement intervention plans in collaboration with the SENCO and other relevant staff.
  + Monitor the progress and effectiveness of interventions, making adjustments as necessary.
  + Provide regular updates to the SENCO and other team members on the status of interventions.

**Communication:**

* + Facilitate excellent communication within the team, ensuring all members are informed and engaged.
  + Liaise with parents, carers, and external agencies to coordinate support for students.
  + Prepare and distribute reports and documentation related to interventions and referrals.

**Support for SENCO:**

* + Assist the SENCO in identifying students who may benefit from additional support.
  + Provide administrative support to the SENCO, including scheduling meetings and managing correspondence.
  + Contribute to the development and implementation of policies and procedures related to special educational needs.

**Team Collaboration:**

* + Work collaboratively with teachers, teaching assistants, and other staff to support students with special educational needs.
  + Participate in team meetings and contribute to the planning and delivery of support services.
  + Promote a positive and inclusive environment for all students.

**Person Specification**

**Qualifications and Skills**

* Right to work in the UK.
* The role is subject to an Enhance DBS clearance
* Experience in a similar role, preferably within an educational setting.
* Strong organisational and administrative skills.
* Excellent communication and interpersonal skills.
* Ability to work collaboratively with a diverse team.
* Proficiency in using relevant software and tools for managing referrals and interventions.
* Commitment to safeguarding and promoting the welfare of children and young people.

**Personal Characteristics**

* Proactive and solution-oriented approach to work.
* Strong attention to detail and accuracy.
* Ability to manage multiple tasks and priorities effectively.
* Empathetic and supportive attitude towards students and their families.
* Commitment to continuous professional development.