

**MATRIX ACADEMY TRUST**  
**Job Description– Success Centre Manager**

<b>Based at:</b>	Dame Elizabeth Cadbury School
<b>Line Manager:</b>	Assistant Headteacher & SENDCO
<b>Arrangement:</b>	37 Hours Term Time Only Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3:30pm (including a 30 minute lunch)
<b>Salary:</b>	Scale Group 10 Spine Points 37-40 Actual salary £21,878 to £23,199
<b>Responsible for:</b>	Managing returns from exclusion and isolations within the Success Centre area Managing programmes and supporting pupils with social, emotional, behavioural difficulties and SEND Removing barriers to learning and progress Implementing the school behaviour policy
<b>Main Purposes:</b>	Supporting pupils or groups of pupils who are identified as underachieving, disadvantaged or having social or emotional difficulties, breaking down barriers to learning to help pupils achieve their potential. Provide a facility for pupils whom, for whatever, reason cannot access the normal curriculum
<b>Main Activities:</b>	<ul style="list-style-type: none"> <li>• Deliver a range of recognised SEMH programmes and monitor and measure the impact of these programmes on pupils.</li> <li>• Prepare, research and design engaging and innovative programmes for small group work and 1 to 1 resources to impact on the social, behavioural and emotional needs of the pupils</li> <li>• Manage and develop the referral of pupils to the success centre and the programmes offered. Ensure impact measures are in place for all withdrawal programmes and data is collated and summarised for presentation at leadership on a termly basis</li> <li>• Oversee PP (Pupil Premium) support for pupils with SEMH difficulties including the initial meeting, monitoring of progress and providing information to be fed back to parents</li> <li>• Manage the maintenance records of supportive work and interventions delivered to pupils</li> <li>• Manage the evaluation of the impact of work delivered to support pupils</li> <li>• Working with small groups of pupils to deliver alternative programmes of support, including sensory support</li> <li>• Deliver sensory support to pupils as necessary including overseeing the use of a sensory box and sensory breaks</li> <li>• Give 1 to 1 mentoring or support to pupils where the need is identified</li> <li>• Provide daily meet and greet support at the start of the day (8.30-8.50) and support at the end of the day (3.00-3.15)</li> <li>• Manage and develop a supportive environment for pupils to work in and support them in lessons as directed by SENDCO</li> <li>• Provide support through breakfast clubs</li> <li>• Provide support in homework club</li> <li>• Provide advice to pupils relating to their social, health, hygiene and emotional development needs</li> <li>• Reporting to senior staff on the pupils identified, including small groups or individuals based in the Success Centre, detailing the impact of the interventions</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow up safeguarding issues in line with school policy</li> <li>• Supporting pupils by providing alternative provision for those who have been disapplied from the main curriculum</li> <li>• Attend and contribute to parent meetings, where requested, including Individual Behaviour plans (IBP), Pastoral Support Plans (PSP) and any other relevant pupil plan meetings</li> <li>• Managing and supporting the delivery of Pastoral Support Programmes</li> <li>• Liaise with outside providers and agencies to support pupils and contribute to the development of the pastoral team</li> <li>• Lead Early Help</li> <li>• Facilitate and oversee the ability testing of new pupils</li> <li>• Training, supervising and observing University students on placement</li> <li>• Support pupils on entry to the school throughout the year.</li> </ul>
<p><b>Support/additional duties:</b></p>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• To attend first aid training as required in order to be able to provide first aid to pupils, staff and visitors as required</li> <li>• To attend any other training courses as required</li> <li>• To undertake any duties reasonably directed by the Headteacher</li> </ul>
<p><b>Person specification Skills/abilities</b></p>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) Maths and English at Grade C – essential</li> <li>• Counselling qualification/experience of counselling – desirable</li> <li>• Experience of working with young people - essential</li> <li>• Good time-management</li> <li>• Self-motivated and enthusiastic</li> <li>• Able to communicate effectively and accurately both verbally and in writing</li> <li>• Ability to complete work to the required standards of accuracy and presentation</li> <li>• Ability to develop and maintain effective working relationships with a wide range of people</li> <li>• Ability to remain calm when under pressure</li> <li>• Ability to work on own initiative as well as part of a team</li> <li>• An open, honest and active listener</li> <li>• A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service</li> <li>• Flexible attitude towards day to day tasks</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....