

MATRIX ACADEMY TRUST
Job Description – Success Centre Manager

Line Manager:	Assistant Headteacher Pastoral
Arrangement:	Full time – 37 Hours Term Time Only Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 10 Spine Points 37-40
Responsible for:	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
Main Purposes:	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
Main Activities:	<ul style="list-style-type: none"> • Manage and develop a supportive environment for pupils to work in. • 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. • Provide a timetable of programmes and activities for pupils referred to the success centre and liaise with the rest of the pastoral team about these. • Manage and develop the referral of pupils to the success centre and the programmes offered. • Manage the maintenance records of supportive work and interventions delivered to pupils • Manage the evaluation of the impact of work delivered to support pupils • Working with small groups of pupils to deliver alternative programmes of support. • Give 1 to 1 mentoring or support to pupils where the need is identified. • Set up weekly schedules of support programmes • Provide support through breakfast clubs • Run homework clubs to support pupils in their independent learning. • Monitor the peer mentoring programme in school and liaise with Heads of House regarding this • Provide advice to pupils relating to their social, health, hygiene and emotional development needs. • Reporting to senior staff on the pupils identified, detailing the impact of the interventions. • Follow up safeguarding issues in line with school policy. • Supporting pupils by providing alternative provision for those who have been disapplied from the main curriculum. • Attend and contribute plans (IBP) and Pastoral Support Plans (PSP) meetings.

	<ul style="list-style-type: none"> • Managing and supporting the delivery of Pastoral Support programmes • Liaise with outside providers and agencies to support pupils and contribute to the development of the pastoral team. • Maintain a stock of spare uniform items to promote inclusion.
Support/additional duties:	<ul style="list-style-type: none"> • 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 • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • 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. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school and supports its distinction mission • Appreciate and support the role of other professionals. • Participate in training and performance development as required • To attend first aid training as required in order to be able to provide first aid to pupils, staff and visitors as required • To attend any other training courses as required • To undertake any duties reasonably directed by the Headteacher
Person specification Skills/abilities	<ul style="list-style-type: none"> • GCSE (or equivalent) Maths and English at Grade C – essential • Counselling qualification/experience of counselling – desirable • Experience of working with young people - essential • Good time-management • Self-motivated and enthusiastic • Able to communicate effectively and accurately both verbally and in writing • Ability to complete work to the required standards of accuracy and presentation • Ability to develop and maintain effective working relationships with a wide range of people • Ability to remain calm when under pressure • Ability to work on own initiative as well as part of a team • An open, honest and active listener • A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service • Flexible attitude towards day to day tasks

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: