



Job Description

Job Title:	Success Centre Apprentice
Salary:	Apprenticeship rate
Hours:	Minimum 30 hours a week
Responsible to:	Senior Leader Inclusion and Success Centre Manager
Responsible for:	Supporting the needs of students via the Success Centre.

Vision and Purpose

To support a student to move around the academy site

To provide a comprehensive support service to students with SEND and who have Inclusive Needs.

Responsibilities

- Work with individual SEN pupils in the classroom under the direct supervision of teaching staff.
- Support pupils to understand instructions,
- Support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Acting as key-worker to low needs students on a fortnightly basis.
- Assist with the development and implementation of your key-workers OPP
- Providing feedback to Success Centre Team Leader on all key-worker students on a half termly basis.
- Completing the relevant paperwork (currently provision maps) to illustrate work carried out during key-worker sessions.
- Carrying out duties within the Success Centre during lunch times in line with a post in the Success Centre.

Training and Development

Training opportunities will be provided for new interventions and to enhance existing delivery of interventions where possible. Staff will also be responsible for maintaining their own CPD file.

Attend the Training days as directed by the Success Centre Manager and Assistant Success Centre Manager.

Safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.