

**Job Description**

**Job Title:** Success Centre Apprentice

**Hours:** Minimum 30 hours a week term time plus 5 additional days during the holidays.

**Salary:** Apprenticeship rate

**Responsible to:** Senior Leader Inclusion, SENCo and Success Centre Manager

**Responsible for:** Supporting the needs of students via the Success Centre.

**Vision and Purpose**

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 students.
* 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 Teaching Assistants on all key-worker students on a half termly basis.
* Completing the relevant paperwork (currently provision maps) to illustrate work carried out during keyworker sessions.
* Interventions with individuals as directed by Senior Leader Inclusion, SENCO, Success Centre Manager, Team Leaders.
* Carrying out duties within the Success Centre or on the yard during break and lunch times.
* Provide personal care for students as and when required.

**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 day in September but the other 4 training days to be directed during holiday time to the Senior Leader Inclusion, Success Centre Manager and SENCo discretion.

**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.**