

Employer: The Mercian Trust/The Governing Body
Name of Employee:
1. Title of Post
Success Centre Assistant
2. Salary and hours of work
3. Accountable and Responsible to:
Deputy Headteacher (Pastoral)

4. Main Purpose of the Job
To act as Assistant to the Success Centre Manager
5. Accountable and responsible for the following key tasks:
<p>Assist in the daily operations of the Success Centre and be able to work collaboratively with the Success Centre Manager and outside agencies who are involved with the pupils assigned to the Centre. The appointed person will be expected to have a range of skills and experience in dealing with pupils with social, emotional and behavioural needs. In particular:</p> <ul style="list-style-type: none"> • To deliver Success Centre intervention programmes. • To complete Success Centre logs on students and SIMS entries. • Any other duties as specified by the Deputy Headteacher(Pastoral or Success Centre Manager)

6. Further statement
<p>This job description is effective from 1st September 2022 and it replaces all previous versions. The contents have been agreed in discussion between the post holder and the academy.</p> <p>Your duties and responsibilities may be amended from time to time as determined by the Principal following consultation.</p>

<p>You should sign two copies of this job description. You should retain one and you should forward the second copy to the Principal.</p>
Date
Your signature
Headteacher's signature