

# Job Description

<b>POST:</b>	<b>LAC (Looked After Children) and Pupil Premium Co-ordinator</b>
<b>POST NUMBER:</b>	
<b>GRADE:</b>	<b>SCP 19-22 (£25,481 - £27,041) (Pro Rata rate £21,819.35 to £23,466.34) 37 hours per week Term Time Only + 5 days, initially temporary until 31/08/2022</b>
<b>RESPONSIBLE TO:</b>	Assistant Headteacher (Academic/Personal Development)
<b>PURPOSE:</b>	The post holder will, under an agreed system of supervision, support the school in addressing the needs of LAC and PP students who require particular support to overcome behavioural, emotional or social barriers to learning in order for them to engage fully with learning. In addition, the person will be responsible for co-ordinating the statutory provision of reviews for LAC students.

## **DUTIES and RESPONSIBILITIES:**

### **Core Responsibilities: LAC students**

#### **1. Support for Students**

- Support the school by taking a lead role in the management and delivery of behaviour & nurturing interventions for LAC students.
- Challenge lateness and manage the late detentions with the Educational Welfare Officer.
- Provide support and guidance to LAC students and assist in their behavioural, emotional & social development.
- Be responsible in undertaking comprehensive assessments of LAC students to determine those in need of particular support and to target personalised interventions.
- Establish productive working relationships with LAC students.
- Arrange and develop 1:1 and small group mentoring arrangements and provide support for LAC students.
- Support the school in managing the speedy & effective transfer of LAC students across phases and for those who have been absent for behaviour related reasons.
- Provide information and advice to enable LAC students to make choices about their own behaviour.
- Challenge and motivate LAC students within the welfare suite as well as promote and reinforce self-esteem.
- Provide feedback to students in relation to their progress, achievement, behaviour and attendance.
- Have a knowledge of all LAC students to include conduction of interviews in preparation for LAC. Monitor the progress of these LAC pupils and inform staff if there are movements from the agreed targets.
- Represent the school at Child Protection meetings.

# Job Description

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## 2. Support for Teachers

- Provide objective and accurate feedback and reports as required to other staff on LAC students' achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Have a responsibility regarding the development, implementation and monitoring of systems relating to integration for those LAC students who are not in lessons (e.g. registration, truancy, pastoral systems etc.)
- Administrative support e.g. dealing with correspondence, compilation/analysis/reporting on behaviour, exclusions and making phone calls etc. for LAC students.
- Collation of information from teaching staff regarding LAC students both before and after the LAC review.
- Provide data dashboard information for each year group's LAC cohort regarding behaviour, attendance, AtL etc

## 3. Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to learner responses/needs.
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for LAC students to more effectively manage their behaviour.
- Use specialist knowledge and/or experience to be responsible for the preparation of plans.

## 4. Contacts

- Students - significant interactions with LAC students in small groups and one-to one on a daily basis.
- Staff - contact with members of staff who teach or tutor LAC students; as well as with members of the pastoral team including Heads of Year and Assistant Heads of Year
- Parents - contact parents/carers in order to liaise about progress and IEPs etc.
- Outside agencies - working with pastoral staff especially the Assistant Heads to arrange appropriate meetings or interventions.
- LEAs to coordinate the statutory LAC process and Child Protection process
- Social workers to coordinate the LAC process and Child Protection process

## Core Responsibilities: PP students

### 1. Analysing Progress Data

- Track and improve academic progress of Pupil Premium students reporting to the relevant AHT
- Coordinate and monitor the quality of intervention for Pupil Premium students
- Support the Assistant Headteacher/SENCo with tracking and improving progress of Pupil Premium Learners who also have SEN support
- Provide data dashboard information for each year group's LAC cohort regarding behaviour, attendance, AtL etc

# Job Description

## 2. Monitoring and Improving Attendance and Behaviour

- Support the relevant AHT in tracking and improving attendance for Pupil Premium students
- Support the Senior Leadership Team in managing behaviour referrals for Pupil Premium students
- Engage hard to reach families of Pupil Premium students, liaising with external agencies as required.
- Provide information to the Governing Body on the attendance and behaviour of Pupil Premium students. Represent the school at PP meetings.

## 3. Reporting

- To work with the relevant AHT to compile the evidence and assist in writing an End of Year Evaluation on the impact of the Pupil Premium Grant on the progress of students.
- To report to the Governing Body on the effect of spending on narrowing the gap
- To update the website with information to parents at the start of the academic year and after the end of the year evaluation.

The post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

**Postholder's  
Signature:**

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**Date:**        /        /

**Headteacher's  
Signature:**

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**Date:**        /        /