**PUPIL PREMIUM ASPIRATION AND ENGAGEMENT ADMINISTRATOR (1 year fixed term)**

**JOB DESCRIPTION**

**Hours of Work:** 36 hours per week, Monday to Friday, 8:30am–4:30pm.  
 Term time only, plus 1 week.

**Salary:** Scale H4

**Reports to:** Deputy Headteacher, Achievement and Evaluation

**JOB PURPOSE**

To monitor the school experience of students eligible for Pupil Premium and their families and to provide administrative support in increasing engagement and progress.

**DIMENSIONS**

The post holder will be responsible for the following:

* Regularly analysing data related to students eligible for Pupil Premium
* Providing administrative support for initiatives designed to improve the engagement and progress of students eligible for Pupil Premium and their families

**ACCOUNTABILITIES**

**Regularly analysing data related to students eligible for Pupil Premium**

* To collate weekly statistics for all students eligible for Pupil Premium (attendance, punctuality, conduct points) and to inform rapid intervention where support is required.
* To use Tracking Point data to identify where students, parents and staff may require additional support to enable students eligible for Pupil Premium to increase their commitment to learning, quality of homework and academic achievement.
* To regularly analyse the participation of students eligible for Pupil Premium in extracurricular engagement, intervention and school visits and work with students, families and staff to increase participation.
* To share key findings of data analysis with Whole School Pupil Premium Progress Leaders, Students Support Leadership Team (SSLT), the Deputy Headteacher Achievement and Evaluation and other relevant staff.

**Providing personalised support for students eligible for Pupil Premium and their families**

* To contact the parents of students eligible for Pupil Premium ahead of all Year Ahead evenings, Tutor meetings, Parents Evenings, Options evenings and to support with logistical challenges (eg. childcare)
* To support Attendance Officers in removing barriers to attendance for students eligible for Pupil Premium.
* To work closely with the EAL Coordinator to ensure that families of students eligible for Pupil Premium with low levels of English are kept fully informed about their child’s progress.
* To provide administrative support for enrichment opportunities and trips that develop cultural capital in students eligible for Pupil Premium, such as university and employer visits.
* To provide administrative support to the DHT Achievement and Evaluation and Whole School Pupil Premium Progress Leaders to support students eligible for Pupil Premium.
* To be a supportive and approachable key contact for students eligible for Pupil Premium during the school day.
* To comply with any reasonable request from a leader/manager to undertake work of a similar level that is not specified in the job description.

**PUPIL PREMIUM ASPIRATION AND ENGAGEMENT ADMINISTRATOR**

**PERSON SPECIFICATION**

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The successful candidate will play a pivotal role in supporting the progress, welfare, engagement, and overall academic and pastoral needs of students, particularly those referred to work in our various hubs. They will bring a blend of empathy, consistency, and high expectations to their work with some of our most vulnerable or disengaged young people. This post would suit a suitably qualified youth worker, social worker, mentor, or someone with strong experience working with children and young people, particularly in education or related settings.

**Qualifications**

* English and Maths to GCSE level or equivalent (Essential)
* A relevant professional qualification (Desirable)
* Evidence of recent and relevant professional development
* A willingness to further develop professional expertise and respond to the evolving needs of the role

**Experience and Knowledge**

* Successful experience of working with children or young people; ideally in an educational or youth-focused setting
* An understanding of inclusive education and how to remove barriers to engagement for disadvantaged or vulnerable students
* Awareness of Special Educational Needs, mental health challenges, and behavioural issues faced by young people
* Understanding of the importance of lesson planning, learning objectives, and structured support in promoting student success
* Familiarity with how to organise and deliver effective 1:1 mentoring, group sessions, or structured student interventions
* Commitment to the ethos and values of Nower Hill High School, including high expectations, diversity, and student wellbeing

**Skills and Abilities**

* Commitment to inclusion and a belief that all children can succeed
* Enthusiasm for working with students in a co-educational, multicultural comprehensive school
* Strong interpersonal skills and the ability to build positive, professional relationships with students, families (including those who are hard to engage), and colleagues
* The ability to maintain firm and consistent boundaries, while demonstrating care and empathy
* Resilience, adaptability, and a proactive, solutions-focused mindset
* Calm under pressure, with the emotional intelligence to respond sensitively to a range of student needs
* Excellent communication skills – both oral and written
* Highly developed listening skills and the ability to connect meaningfully with young people
* Competent in the use of IT for communication, planning, and record-keeping
* Organised, reliable, and practical, with excellent punctuality and attendance
* Able to work independently and use initiative while contributing effectively as part of a team