

Job Description – Pupil Premium Co-ordinator

Details of Post

- ♦ Pupil Premium Co-ordinator
- ♦ Reporting to: Headteacher
- ♦ Term time only (plus 5 days) - Permanent
- ♦ 37 hours per week
- ♦ Grade 9, scp 23—25

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All posts are subject to the Asylum and Immigration requirements.

Key Functions

- To oversee the progress Pupil Premium students are making in school;
- To significantly contribute to the 3-year Pupil Premium Strategy, and to analyse, evaluate and report on its effectiveness;
- To work with Pupil Premium students and their parents/carers, in order to support academic success;
- To work with senior and middle leaders in order to ensure the effectiveness of the Pupil Premium Strategy.

Reporting to: Headteacher

Working closely with: Senior Leadership Team

Liaising with: Extended Leadership Team, pastoral and well-being teams, Attendance Officer, Head of Literacy, parents/carers

Job Description – Pupil Premium Co-ordinator

MAIN DUTIES

Operational/Strategic Planning

- With the senior team, develop and communicate the strategic vision for Pupil Premium students;
- With the extended leadership team, enact the Pupil Premium Strategy
- Analyse, evaluate and report on the effectiveness of the Pupil Premium Strategy, and contribute to its review and revision as appropriate;
- Ensure that the Pupil Premium agenda is considered in all strategic and operational planning
- Oversee the co-ordination of Pupil Premium interventions;
- Support the transition from KS2 to KS3, and post-16, of Pupil Premium students;
- Keep up to date with national, regional and local developments and best practice, and ensure their dissemination where appropriate;

Other Specific Responsibilities

- Ensure the maintenance of accurate and up-to-date information concerning Pupil Premium, which is shared other with staff via the management information system or other appropriate means;
- Monitor achievement and progress data on a regular basis and act upon it;
- Monitor and take action to improve students' behaviour and attitudes to education and reduce numbers of detentions, internal exclusions and external exclusions;
- Monitor and take action to improve students' punctuality and attendance to school and to lessons;
- Monitor and promote extra-curricular involvement;
- Monitor and take action to improve attendance at parents' evening and other parent information events;
- Be a key link contact between home and school, endeavouring to develop an effective relationship with parents/carers;
- Work with students to ensure they feel part of the school and cared for, whilst also challenging them to achieve their best;
- Obtain regular feedback from the students to identify barriers to learning and enjoyment and act on these;
- Coordinate the provision of additional resources to help Pupil Premium students with their studies and revision;

Job Description – Pupil Premium Co-ordinator

- Develop ways in which we can inspire achievement and raise aspiration working with the careers lead where appropriate;
- Monitor and support Pupil Premium students making choices for post-16 study;
- Provide the Senior Leadership Team with progress reports on Pupil Premium pupils.

Other Specific Duties:

- Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the School, in line with the Staff Code of Conduct;
- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example;
- To continue personal professional development and to engage actively in the performance management process;
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate;
- To undertake training as required in order to fulfil the current and future needs of the post;
- To liaise with partner schools and other relevant external bodies as appropriate;
- To undertake any other reasonable request commensurate with this post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Staff are required to comply with the Staff Code of Conduct.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition. This job description is current in November 2021, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the school in line with the School Improvement Plan.