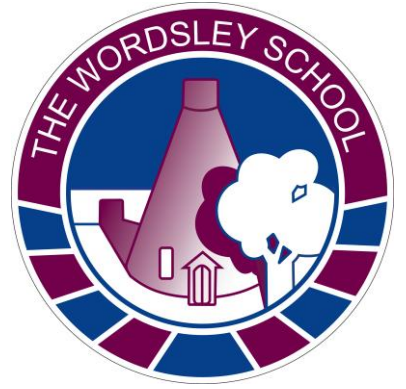


PUPIL PREMIUM LEADER

APPLICATION PACK



BELIEVE · ACHIEVE · INSPIRE

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Welcome

Thank you for your interest in this post. Choosing the right school in which to work is a big decision and the aim of this application pack is to provide you with sufficient information to support you in that process.

The Wordsley School is a truly remarkable place. What makes our school so very special is its culture and ethos. Pupils enjoy coming to school and are successful in their learning, because of the exceptionally high level of care and support that it provides to them on an individual basis and unashamedly, the very high standards that we expect and demand of our pupils in terms of their uniform, behaviour and their commitment to learning. Having taught and led in a variety of other schools across the country, when I drive to school each day, I know that I am very privileged to be coming to a very special place and in the short section that follows, I hope to elaborate on why.



The unique sense of 'community' sets our school aside from any other school that I have worked. As a group of over 60 teachers and 50 additional non-teaching staff, every single adult in the school has a critical part to play in our school and the sense of purpose that underpins everyone's individual contribution is what makes our working environment so collaborative and supportive. If you decide to apply for a position with us, you will be joining a committed team of staff who make it their business to excite and inspire our pupils, providing them with the very best opportunities to be successful.



As Pupil Premium Leader, you will report directly to the Headteacher and your work will cover a wide range of areas. You will shape whole-school policy and practice to improve the educational outcomes of pupils eligible for Pupil Premium (PP) funding. As such, you will have outstanding communication skills, the ability to work with and motivate children, be able to effectively work with a wide range of teaching and non-teaching staff, be able to handle large financial budgets, have excellent organisation and prioritisation skills, and high levels of written literacy.



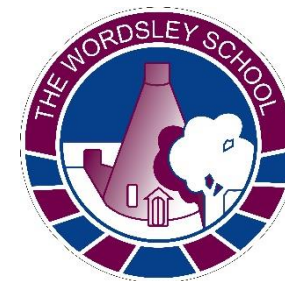
I would strongly encourage you to take the opportunity to come and visit the school prior to submitting an application and to meet with me; the application window has deliberately been constructed to allow sufficient flexibility for prospective candidates to do this. If you would like to arrange a visit, please contact Rachel Potter (PA to the Headteacher) by email rpotter@wordsley.dudley.sch.uk or telephone (01384 816015) to make an appointment. In addition to this, a wealth of information about our school can be found on our website.

Beyond this, if you would like to apply for the post, please do so by applying at <https://www.wmjobs.co.uk> Your supporting statement should be a maximum of two sides of A4 and should outline how you feel your experience, skills and attributes will enable you to make a significant impact in the advertised post. The deadline for applications is **3:00pm on Monday 7th February 2022**.

I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'G. Burton'.

Gareth Burton
Headteacher



Pupil Premium Position Statement

At the Wordsley School, the Pupil Premium Grant (PPG) is used to improve the educational outcomes of pupils eligible for this funding. The grant is spent in one of three ways, as follows:

Teaching

Investing in high-quality teaching

Targeted academic support

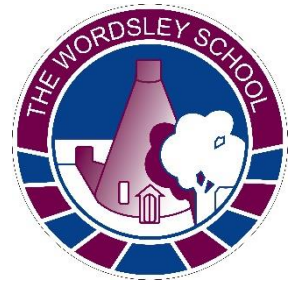
Additional support based on pupils' specific needs

Wider approaches

Support for non-academic issues

Whilst the impact of the grant may also benefit pupils who are not eligible for this funding, the primary objective will always be to impact positively on those pupils who are.

Job Description



| | |
|--|---|
| Post Title: | Pupil Premium Leader |
| Responsible to: | Headteacher |
| Line management responsibility for: | Assistant Head of House (for the relevant part of their role and shared with Head of House) |
| Working hours: | Full time 37 hours per week and 39 weeks per year (Term-time plus INSET Days) |
| Salary/Grade: | Non-teaching staff pay scales Grade 9 Point 28 (£27,921) to point 31 (£30,081) (pro rata) |
| Notice period: | 3 months |

Purpose

- To be responsible for the effective leadership of the school's PP provision.
- Improve the educational outcomes of pupils who are eligible for PP funding.
- To achieve relevant targets in line with the school's 3-year strategic plan.

Specific duties

Finance and Resource Management

- As delegated by the Headteacher, assume financial responsibility for all PPG funding.
- Work effectively with the school's Finance Manager to ensure that (a) all income is received, in-line with the school census data and (b) all expenditure is made in-line with school policy and attributed appropriately.

Liaison with other school staff

- Liaise appropriately with other school staff (teaching and non-teaching) in order to fulfil the responsibilities of this post.
- Work effectively with the four Assistant Heads of House to support their work on leading agreed pastoral interventions for pupils eligible for the PPG.
- Attend and contribute towards staff meetings as appropriate.

Strategic planning and reporting

- Create a strategic plan, with short, medium and longer term priorities to improve the educational outcomes of pupils who are eligible for PP funding.

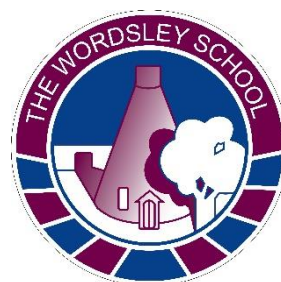
- Meet fortnightly with the Headteacher to discuss PP provision and review progress of the strategic plan in relation to the agreed key performance indicators (KPIs).
- Provide written reports to the Senior Leadership Team and Governors (as appropriate) to update on progress towards the agreed KPIs.
- In partnership with the Headteacher, present reports to governors as appropriate.
- Write the annual Pupil Premium Statement, published online.

Working with pupils and parents

- Obtain pupil voice and use this to inform provision.
- Develop good relationships with pupils and parents, to support interventions.
- Work creatively to engage 'hard to reach' parents in their child's education.

Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. The post is embryonic in its nature and as such, duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

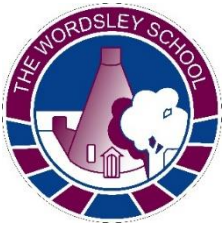


| Attributes/qualifications | Essential (E) Desirable (D) | Application (A) Interview (I) Reference (R) |
|---|--------------------------------------|--|
| <ul style="list-style-type: none"> Relevant educational qualifications at school/college up to A Level Educated to degree level Other relevant professional development qualification(s) Ability to competently use Microsoft Office packages, to include Word, Excel, Powerpoint | E D D E | A A A A |

| | | |
|--|---|---|
| <ul style="list-style-type: none"> Experience in working in a secondary school Experience in working with governors Understanding of the current OfSTED framework Understanding of Child protection/safeguarding Ability to plan, implement and evaluate the effectiveness of a medium/long term plan designed to raise standards Ability to analyse pupil performance data (individual and whole-school) rapidly and with a high degree of accuracy, drawing logical conclusions and recommendations for further action Ability to competently use management information systems Ability to easily assimilate financial information and demonstrate astute financial awareness. Knowledge of the school funding system (relevant to the pupil premium grant only) | E D D D E E E E D | A A/R A/I A/I A/I A/I A/I A/I A/I |
|--|---|---|

| | | |
|---|---------------------------|-----------------------------------|
| <ul style="list-style-type: none"> Outstanding oral communicator Written communications are appropriate for the intended audience, grammatically correct and showcase high levels of written literacy Ability to speak with a medium-sized audience Motivate and inspire colleagues Demonstrates dynamism and creativity in solving problems | E E D E E | I A/I A/I/R I I/R |
|---|---------------------------|-----------------------------------|

| | | |
|--|---|-----|
| • Ability to meet deadlines | E | I/R |
| • Is aware of their own strengths and areas for further development | E | I/R |
| • Resilient and able to accept constructive feedback from others in order to further improve performance | E | I/R |
| • Able to prioritise tasks effectively and efficiently | E | I/R |



The Wordsley School



The Wordsley School

Brierley Hill Road
Near Stourbridge
West Midlands
DY8 5SP
(01384) 816015

rpotter@wordsley.dudley.sch.uk
www.wordsleyschool.co.uk