



**RAINHILL
HIGH SCHOOL**



RainhillSixth

CANDIDATE

RECRUITMENT PACK

PUPIL PREMIUM STUDENT MANAGER



LEARN THINK CONTRIBUTE CARE



WELCOME FROM THE PRINCIPAL



Thank you for your interest in Rainhill High School. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website rainhillhighschool.org.uk or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success, the highest of which was in 2022. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

Mrs J Thorogood
Principal

PUPIL PREMIUM STUDENT MANAGER

Role Overview

DIRECTLY RESPONSIBLE TO: We have an exciting new opportunity for an enthusiastic, inspirational and motivated individual to be the schools Pupil Premium Student Manager.
Associate Assistant
Headteacher

COMMENCING:
As soon as possible

CLOSING DATE:
Friday 5th July 2024
9am

INTERVIEW DATE:
Wednesday 10th July 2024

Prospective candidates can visit the school by prior appointment by calling 01744 677205

This is a new post working directly with the Associate Assistant Headteacher which will focus on raising progress and attainment of this cohort, alongside supporting their personal development, behaviour and welfare. The successful candidate will work across years 7-11 and have the ability to build relationships, improve progress and be a positive role model to our pupil premium cohort.

You will help and guide the cohort in all aspects of school life and build positive relationships with parents and carers, with the aim to provide an environment where they can flourish. This will be from ensuring pupils are ready to learn and set up for the day, all the way to checking that they are able to access all the fantastic enrichment and intervention opportunities that the school provides.

The role will involve providing a range of intervention, enrichment and extra-curricular strategies to engage pupil premium learners. This may include the running of study skills sessions or, following Education Endowment Foundation research, extra-curricular sports sessions and the running sports teams to increase pupil premium participation in school, build resilience, raise confidence and instil the value of an active and healthy lifestyle.

If you would like the opportunity to change the lives of our pupils and support them in reaching their potential as part of our pursuit of excellence, then we look forward to receiving your application. This post is offered on an annual rolling contract which is subject to continued pupil premium funding.

The Academy is working hard to make a difference to staff workloads by investing time, technology, and support to make Rainhill an attractive place to work. This is a great opportunity to work with a talented and forward-thinking team and make a difference to students at the school. If you believe you have the skills and dedication to meet our standards, Rainhill High is the school for you.



“Staff felt that leaders are supportive of their well-being and cognisant of their workload”
OFSTED 2023

“Leaders follow up on any concerns quickly and effectively”
OFSTED 2023

***“When I started I thought the school was massive and that I would get lost every day
but you soon find your way, I really enjoy it here”***

Year 7 student

***“I go to Zoology club to learn about animals and how to look after them.
The school has loads of opportunities for you to get involved in”***

Year 8 student

***“My teachers are all really helpful,
if you get stuck they help you to understand”***

Year 9 student

“Leaders follow up on any concerns quickly and effectively”
OFSTED



JOB DESCRIPTION



Post: Pupil Premium Student Manager

Grade: NJC SCP 12-17 (£23,308 - £25,723)

Contract 37 hours per week, full time Monday - Friday
Term time only plus 2 weeks (includes 5 Inset days)
Temporary annual rolling contract – Pupil Premium Funding Dependant

(Please note that working hours are subject to adjustment, by prior notification of one month, dependent upon the needs of school).

Responsible to: Associate Assistant Headteacher

Purpose of the post

To be responsible for the personal development, behaviour and welfare of a of all pupil premium pupils within the school. To use a range of innovative strategies to engage as many pupil premium pupils as possible working to ensure maximum progress and attainment within this group, for example study skills sessions and extra curricular sports activities.

Specific duties and Responsibilities:

1. To work collaboratively with AAHT in developing and delivering effective strategies for ensuring maximum levels of attendance and progress of pupil premium pupils across the school.
2. To have an view of the wellbeing and attendance of the pupil premium cohort and to provide direct support to ensure that they attend school. This will involve direct contact with home and building positive relationships.
3. To support students by working with class teachers and Heads of Faculty to ensure there are no gaps in students learning due to absence. This will involve meeting pupils post absence to identify gaps in learning and work together to ensure that missing work is caught up.
4. To work with Year Progress Leaders and Year Student Managers to ensure that interventions are successful and when progress is not being made being inventive to help create bespoke packages where appropriate.
5. Ensure efficient and effective communication of relevant information to the parent and carers of Pupil Premium Students. Including information regarding parents' evenings etc and identifying any possible barriers to attendance.
6. Liaise with Year Progress Leaders when Pupil Premium may join the school mid-year to ensure a smooth transition and identify any barriers to learning
7. Meet and report regularly to AAHT to update on Pupil Premium progress
8. Monitor and support overall progress for Pupil Premium students ensuring that any barriers to learning are identified quickly.
9. Have an oversight and effective planning strategy to ensure maximum attendance of Pupil Premium students in intervention sessions, enrichment, and leadership opportunities.
10. Arrange meetings with Pupil Premium pupils and parents, including home visits.
11. Actively pursuit ways to maximise Pupil Premium attainment and progress
12. To support the leadership of the implementation of the Pupil Premium Strategy within the school.
13. To be able to use enrichment as a driver to raise Pupil Premium progress and attainment, for example study skills sessions and extra-curricular sports activities
14. To be able to use enrichment as a driver to raise Pupil Premium attendance and punctuality, for example study skills sessions and extra-curricular sports activities
15. To be able to promote the benefits of lifelong participation and an active and healthy lifestyle
16. To report outcomes and impact to wider stakeholders including SLT and Governors

17. To be proactive in identifying patterns of behaviour, safeguarding and welfare that could lead to underachievement using data, available to you via school systems
18. To work closely with the attendance team, Family Liaison Officer, PLAC/LAC Co-ordinator to ensure barriers to learning are eliminated
19. To support tutors, when necessary, with student, parent, or external agencies to maximise progress
20. To work closely with the Deputy Designated Safeguarding Lead (DDSL) & DSL to ensure the safety and wellbeing of all children in the pupil premium cohort.
21. To promote the educational achievement of pupil premium students on the school's roll
22. Oversee the induction of pupil premium students into school and support transition onto next steps, including CEIAG provision
23. To ensure that opportunities and attainment are not impacted by financial constraints and use allocated funds to best impact
24. To promote and ensure strong attendance and punctuality at school
25. To ensure that all staff have access to appropriate information to support learning and progress at school in the form of pupil premium pen portraits and maintain the information held within them
26. To raise the aspirations and destinations of pupil premium students and remove unintentional barriers to success
27. To provide accurate reports, timely and insightful reports to the AAHT, Headteacher and governing body that lead to precise action with clear priorities for individual children.
28. To be responsible for the development of mentoring for pupil premium students needing support and attend student progress meetings.

Generic Responsibilities of all Rainhill Staff

- a) To work consistently to uphold school's aims.
- b) To work in a co-operative and polite manner with all stakeholders.
- c) To work with students in a courteous, positive, caring and responsible manner at all times.
- d) To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- e) To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- f) To work with visitors to the school in such a way that it enhances the reputation of the school.
- g) To seek to improve the quality of the school's service.
- h) To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. 1 professional, and appropriate, appearance at all times including when out of school, e.g. trips, CPD etc.

Additional Duties

Any other duty deemed reasonable, as directed by the Headteacher.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement' All Student Managers will receive appropriate CPD throughout the year in order to assist them in reaching targets appropriate to the job description.

The post is subject to a satisfactory Disclosure & Barring Service check.

The details contained within this job description reflect the content 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 Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

PERSON SPECIFICATION



Criteria	E/D	A/I/P
<u>Knowledge and Experience</u>		
Experience of working with and promoting good relationships with parents/carers and outside agencies	E	A/I
Experience of de-escalation and managing behaviour	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Experience of working in a school or other learning environment	D	A/I
Minimum 2 years' experience of working with students in an educational setting	D	A/I
Experience of supporting young people on a one to one and group work basis.	E	A/I
Experience of supporting pupils with challenging behaviour	E	A/I
Experience collating and analysing data and report writing for a variety of parties	E	A/I
Experience and enthusiasm of supporting students in educational setting to achieve positive outcomes	E	A/I
<u>Qualifications and Training</u>		
Good standard of Education up to GCSE or equivalent including Maths and English - Excellent literacy and numeracy skills	E	A
Working knowledge of SIMS	D	A/I
Willingness to undertake First Aid Training	D	A/I
Good ICT skills to support learning	E	A/I
<u>Skills and Abilities</u>		
Ability to work effectively as part of a team	E	A/I
Good communication skills with students, parents, carers, colleagues and outside agencies	E	A/I
Ability to build and maintain effective working relationships with all pupils and colleagues	E	A/I
Excellent time management, planning and organisational skills including record keeping	E	A/I
Ability to work independently to organise own workload	E	A/I
Good working knowledge of child protection procedures	E	A/I
Flexible approach	E	A/I
Good Behaviour Management	E	A/I
<u>Commitment to Equal Opportunities</u>		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential requirement of the role A = Assessed via the application form D = Desirable requirement of the role I = Assessed at Interview

GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults, please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2023) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for [Non-Teaching Application Form](#)

OUR PARTNERS



Founded in 2015 by former Liverpool and England striker, Robbie Fowler, The Fowler Academy's results are impressive. Receiving glowing reports from OFSTED and Pearson qualifications, The Fowler Academy were awarded 'Most Inspirational Post 16 Provider in 2019's Educate Awards and were shortlisted in the 2021 TES Awards, as best national provider and have recently moved to their new home, the former first team training ground for Liverpool FC, Melwood.

Partnerships with the LFC Foundation and Rainhill, The Fowler Academy's blended offer of football and post 16 education is both exciting and innovative, ensuring excellent outcomes for students.

RAINHILL HIGH SCHOOL
www.rainhillhighschool.org.uk

RainhillSixth
www.rainhillsixth.org.uk

FOWLER ACADEMY
www.fowleracademy9.com

IN PURSUIT OF EXCELLENCE LEARN, THINK, CONTRIBUTE, CARE

Ofsted
Good
Provider

