

PUPIL PREMIUM CHAMPION



JOB DESCRIPTION & PERSON SPECIFICATION

Salary: Bucks Pay Range 3, Point 16 £23,152 - Point 20 £25,043 FTE
Actual Salary based on hours detailed below: £20,119 - £21,762

Hours: 37 hours per week
8.30am - 4.30pm Monday to Thursday
8.30am - 4.00pm Friday including half hour unpaid break per day

40 weeks per year
Term time, plus 5 Inset Days, plus 5 additional days to be worked during the holiday as agreed.

Responsible to: Deputy Headteacher

Job Purpose: To close the attainment gap between Pupil Premium and Non-Pupil Premium cohorts by working to remove the barriers to learning for students and by supporting their personal and academic development.

To act as an advocate and champion the needs of our students who are eligible for Pupil Premium by working to remove barriers to learning for these students through the focused support of their personal and academic development.

MAIN DUTIES

- Develop constructive and supportive relationships with the Pupil Premium cohort, and engage with students in order to maximise future choices
- Assist teachers in lessons to ensure Pupil Premium students are making the required progress in lessons. Support with class work, revision, homework, and behaviour
- Mentor individuals, and small groups of students eligible for Pupil Premium, and liaise with the SENDCO and a range of other external agencies, as appropriate, so that students are able to access the curriculum and make or exceed the required progress
- Proactively seek out, identify, plan, organise, and lead an extensive variety of academic, social and esteeming interventions for students eligible for the Pupil Premium, including trips, study support, residential, and wider learning opportunities
- Proactively seek out, identify, plan, organise, and lead an extensive variety of interventions with the parents / carers of students eligible for Pupil Premium, to help the school close the achievement gap between Pupil Premium and Non Pupil Premium students
- Track interventions to identify improvement in students' academic progress, attainment, wellbeing and attendance
- Work with the Data Manager to maintain a Pupil Premium database ensuring that it is up to date and track a range of data on Pupil Premium students' performance, behaviour and attendance, and update any other confidential records
- Assist with monitoring and evaluating information and the compilation of reports, when required

Name: _____ Signed _____ Date _____
Employee (in capitals)

Signed: _____ Date _____
Headteacher, Mr Andrew McGinnes

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification 5 = Practical

| | Essential | Desirable | How Measured |
|--|------------------|------------------|---------------------|
| QUALIFICATIONS/TRAINING | | | |
| Good standard of education | ✓ | | 1, 4 |
| High standard of written and spoken English | ✓ | | 1, 2 |
| Evidence of continuing professional development | | ✓ | 1, 2 |
| SKILLS AND COMPETENCIES: | | | |
| Ability to recognise the need for and maintain a high degree of confidentiality | ✓ | | 1, 2, 3 |
| Ability to implement strategies to support students to access the curriculum and make or exceed required progress | ✓ | | 1, 2, 3 |
| Ability to use effective communication skills to implement appropriate interventions for students, and to liaise with school staff, parents/carers and external agencies | ✓ | | 1, 2, 3 |
| Ability to work as part of a team | ✓ | | 1, 2, 3 |
| Ability to organise and prioritise work effectively | ✓ | | 1, 2, 3 |
| Attention to detail | ✓ | | 1, 2, 3 |
| Adaptable attitude | ✓ | | 1, 2, 3 |
| Computer literate | ✓ | | 1, 2, 3 |
| Knowledge and understanding of personalised learning | ✓ | | 1, 2, 3 |
| Ability to work calmly under pressure | ✓ | | 1, 2, 3 |
| Enthusiastic, empathetic, patient and supportive | ✓ | | 1, 2, 3 |

| | Essential | Desirable | How Measured |
|--|-----------|-----------|--------------|
| EXPERIENCE: | | | |
| Working with secondary school age young people and their parents/carers | ✓ | | 1, 2, 3 |
| Working with external agencies | | ✓ | 1, 2, 3 |
| Working in a school environment | | ✓ | 1, 2, 3 |
| OTHER REQUIREMENTS: | | | |
| <p>We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post. The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour. The postholder will be required to undergo criminal, medical, qualification and reference checks as part of the recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.</p> | | | |