
JOB DESCRIPTION

JOB TITLE: **Pupil Premium Manager**

Purpose:	To champion the progress and attendance of Pupil Premium Students
Reporting to:	Deputy Head Teacher
Responsible for:	-
Liaising with:	Transition and Year Leads Student and Families Welfare Officer Education Welfare Officer Deputy Head Teacher Attendance Administrator Subject Leads Class Teachers Behavioral Team Students Families External Agencies
Working Time:	37 hours a week 8-4 Monday to Thursday, 8-3:30 Friday Term time only plus 1 weeks Equivalent to 39 weeks
Salary/Grade:	Scale 7 Point 20-25
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	December 2022

MAIN (CORE) DUTIES	
<p>The specific duties and responsibilities pertaining to the Pupil Premium Manager are to be read in conjunction with the School's Personnel Handbook and related Protocols which should be complied with at all times.</p>	
Support for Staff	<p>To schedule whole year's reviews in consultation with SEN Casework and Inclusion Manager</p> <ul style="list-style-type: none"> • To work closely with the Pupil Premium lead and SLT in developing effective strategies for ensuring appropriate level of attendance and progress of pupil premium across the school. • To have oversight of the wellbeing and attendance of the pupil premium students and to provide direct support to ensure that they attend school. This will involve direct contact with home and developing a positive relationship between home and school. • Working with the school EWO. • To support students by working with subject leaders and class teachers to ensure that there are not gaps in student work through absence from lessons. This will involve meeting the students who have been absent to identify the lessons missed and contacting teachers to request and chase up any missed work. • To work with year leads and learning mentors to develop bespoke interventions to address any concerns, with a particular focus on Years 7 and 11 initially. • Ensure efficient and effective communication of relevant information regarding pupil premium students across the school and with parents/carers. Including information about parents' evenings etc, and identify any barriers to attendance at key events. • To work closely with the pastoral and behaviour team. Work with external agencies to provide support for PP pupils as necessary. • Represent the school at appropriate meetings with parents.
Support for Students	<p>Meet regularly with PP students</p> <ul style="list-style-type: none"> • Liaise with transition and year leads regarding pupil premium students joining a year group. • Meet regularly with SLT Pupil Premium Lead to update on pupil premium students. • Support pupil premium students with identifying and chasing up any missed work. • Ensure up to date information regarding rewards, attendance etc, in communicated to staff, students, parents (including collating information for internal termly reporting). • Monitor and support the overall progress and development of pupil premium students, ensuring any additional support is accessed (counselling, uniform, etc). • Actively pursue ways to improve student outcomes for the students across the school. • Ensure systems are in place for effective communication and consultation with staff, students and parents.

	<ul style="list-style-type: none"> • Oversight of the attendance of revision, coursework, catch-up and enrichment activities as appropriate for identified PP students. • Ensure planned activities are communicated effectively to students and parents.
Administration	<ul style="list-style-type: none"> • Report to SLT Pupil Premium Lead, including provision of necessary information / data. • Prepare correspondence relevant to the responsibilities of the post. • Arrange meetings with parents / students as necessary. (including home visits) • Collate information from primary schools and prepare brief resume of information for Learning mentors and Learning Assistants
Essential Skills & Qualification	<ul style="list-style-type: none"> • Successful experience of working in an environment supporting young people. • Ability to lead and motivate young people. • Good organisational skills and the ability to develop efficient and effective working practices. • Excellent communication skills, both spoken and written. • Flexible approach to sudden changes of plan, with the ability to re-prioritise as necessary. • Diplomacy, tact and discretion. • The ability to work both independently and as part of a team. • The ability to remain calm under pressure. • Good ICT skills. • Level 2 qualifications in English and maths.
Desirable Skills & Qualification	<ul style="list-style-type: none"> • Experience of working with disadvantaged pupils / families. • Experience of working in home visit contexts and / or with family liaison. • Experience of working with a range of partners. • Experience of managing a budget. • Educated to A-Level or above. • First Aid qualification.
Essential personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative and with resilience. • Self-motivating with the ability to multi-task • Good interpersonal skills, and the ability to enthuse and motivate others. Flexible and adaptable
Practical Skills	<p>le to build constructive relationships with parents and carers</p> <ul style="list-style-type: none"> • Able to develop and maintain close links and work effectively with staff both within and beyond the school • Able to gather information and produce reports • Confident basic user of ICT. Must be numerate and well organised. • Good planning and organisational skills and a flexible approach to the management of work. • Excellent communication skills both written and oral and the ability to communicate effectively with staff and students. • Ability to prioritise own workload

Staff Development	<ul style="list-style-type: none"> • To take part in the school’s staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process.
EMPLOYEE RESPONSIBILITIES:	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the school’s corporate policies. • To comply with the school’s Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate. • To comply with the School’s Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. • To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post. • To support the school in meeting its legal requirements for worship. • To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. • Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees 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. • 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 employee who develops a disabling condition. 	
HEALTH AND SAFETY	
<p>To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.</p> <p>Chosen Hill School operates a No Smoking policy.</p>	

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The actual dates that the "plus days" attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Postholder) **Date:** _____

Agreed : _____ (Line Manager) **Date :** _____

Agreed : _____ (Assistant Head, Resources) **Date :** _____