

The Coppice Primary School Pupil Premium Leader Job Description



Job Title:	Pupil Premium Leader
Salary:	Main Professional Grade / UPS depending on experience
Hours of Work:	0.8 FTE On occasion, the nature of the role (e.g. family liaison and primary school transition work) may require meetings/intervention/classes to take place outside of normal working hours for which time off in lieu will be granted.
Post Objectives and principal accountabilities:	<p>To co-ordinate the school's approach to raising the achievement of disadvantaged students (those in receipt of pupil premium funding and others whom are vulnerable) through designing, implementing, monitoring and evaluating the whole school programme.</p> <p>To identify and analyse current patterns of vulnerability of disadvantaged pupils at The Coppice. This will also involve working closely with the school's Designated safeguarding Leads, the school's Educational Welfare Officer, the school SENDCO, members of the school's Thrive team and all members of the school's Senior Leadership Team (SLT).</p> <p>To lead and deliver academic intervention with disadvantaged students (both individuals and small groups of pupils) and supporting and mentoring them to improve and maintain progress.</p> <p>To identify disadvantaged students' barriers to learning in order to design, lead and deliver appropriate intervention strategies and to train other support staff to also deliver interventions.</p> <p>To support, educate and liaise with parents/carers to create and promote positive working relationships and to raise aspirations.</p> <p>To be responsible for the deployment of additional resources targeted at improving outcomes for disadvantaged pupils e.g. the use of Teaching Assistants, funding and clubs, and to monitor and evaluate its impact.</p>

	To ensure that the Pupil Premium funding reaches the groups of pupils for whom it is intended and that it makes a significant impact on their education.
Responsible to:	<p>The Headteacher, other designated members of the SLT and the designated line manager</p> <p>The post-holder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of identified Pupil Premium and 'closing the gap' priorities, with the aim of improving teaching and learning across the school, leading to a raising of attainment for disadvantaged pupils.</p>
Duties, Responsibilities and Key Tasks:	<ul style="list-style-type: none"> • To research and design an effective whole school programme to support the progress of disadvantaged students through employing the most effective 'close the gap' interventions and teaching approaches e.g. successful local and national strategies and those of the EEF (Educational Endowment Foundation). • To assist the School Business Manager and members of the School Leadership Team with the control of a clearly identifiable budget for Pupil Premium/FSM pupils and ensure the effective use of the budget to achieve the objectives of the Pupil Premium Action Plan and those of the School Development Plan. • Deliver small group and 1:1 work with disadvantaged students in reading, writing and maths to help raise achievement and attainment in English/Maths. • To engage and support the parents/carers of disadvantaged children through the creation of positive relationships; for example, through the delivery of parenting classes, providing feedback from parents' evenings to disengaged parents and helping them to access support services. • To coordinate efforts to raise the aspirations of disadvantaged students and their families. • To provide highly visible support for the school's Behaviour Policy around the school. • To liaise with teachers and other relevant groups of staff in order to ensure that staff are aware of pupil premium students, their progress and their needs. • To evaluate the impact of intervention strategies; for example, through work scrutiny, pupil voice, data analysis, teacher feedback and parent/carer feedback and respond effectively to this. To report these findings termly to SLT, the school SENDCO and the school's Board of Trustees with proposals for further action. • To contribute to Pupil Progress Meetings and provide a summary of pupil progress for the annual Pupil Premium Report to be published on the school website as requested by the conditions of the Pupil Premium grant.

	<ul style="list-style-type: none"> • To attend meetings as required with external agencies, parents and members of the Senior Leadership Team. • To provide support to other school staff regarding feedback to parents. • To maintain accurate and detailed student records, ensuring all paperwork is completed to a high standard and is available for key staff.
<p>General:</p>	<ul style="list-style-type: none"> • The duties above are neither exclusive or exhaustive and the post-holder may be required, under the direction of the Headteacher or SLT, to perform any other appropriate duties within the context of the role. • To become a key part of the safeguarding team and to deal with safeguarding concerns according to school policies. The school's Board of trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager. • To comply with individual responsibilities, in accordance with the role and health and safety in the workplace.
<p>This post will run in accordance with:</p> <ul style="list-style-type: none"> -The framework of national legislation and the provisions of the School Teachers Pay and Conditions Document. -The National Professional Standards for Teachers. -The school's and Worcestershire County Council's policies and guidelines. -The SEN Code of Practice. <p>The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.</p>	