



THE ADEYFIELD ACADEMY

Job Description

Pupil Premium Champion

20 hours per week - term time + 1 week

H4-H5

Specific Responsibilities:

The postholder is required to perform the duties of a Pupil Engagement Officer as defined in the "School Teachers' Pay and Conditions Document" (DfE). S/he will be responsible to the Head Teacher and will demonstrate a genuine commitment to our equal opportunities policy, which reflects the rights and needs of our entire school community.

This job description will be reviewed annually and will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Head Teacher's notice by the postholder through the senior line manager.

The postholder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

Strategic Role:

- The support, educate and liaise with parents/carers to create and promote positive working relationships and to raise aspirations
- To identify disadvantaged students' barriers to learning in order to design, lead and deliver appropriate intervention strategies.
- To lead and deliver pastoral interventions with disadvantaged students through the Student Support Officers and in collaboration with other key members of staff.
- To work closely with the attendance officer to identify students where attendance is a barrier. Conducting home visits and other pastoral interventions to increase attendance and lessen barriers

Core Tasks:

1. Duties, responsibilities and Key Tasks:

- To work with the PP Lead to monitor disadvantaged students' academic attainment progress, attendance and behaviour through the analysis of data, communication with staff and student observation
- To research, design and initiate effective intervention strategies to improve academic attainment, progress, attendance and the behaviour of disadvantaged students
- To liaise with members of the Senior Leadership Team, SENCO and SSO to co-ordinate support for disadvantage students
- To work with the attendance officer and the Attend software to identify PP students with attendance of concern, and identify interventions that can help in getting them back into school

2. Job Description

- To undertake small groups and 1:1 work with disadvantaged students
- To coordinate the support offered to disadvantaged students and their parents/carers in the transition from Primary school to Secondary school; this will be through 'closing the gap' interventions and parental engagement
- To engage and support the parents/carers of disadvantaged children; for example, through the delivery of parenting classes, providing feedback from Parents' Evening to disengage 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 ensure that staff are aware of Pupil Premium students, their progress and their needs
- To evaluate the impact of intervention strategies; for example, through Student Voice, data analysis, Teacher feedback and parent/carer feedback. To report these findings periodically to SLT with proposals for further action
- To attend meetings as required with SENCO, parents/carers and members of the Senior Leadership Team
- To provide support to teachers on parent-tutor day 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.
- To deal with safeguarding concerns according to the school policies
- Perform any task or duty under the reasonable direction of the Headteacher or SLT
- To track and intervene with students' attendance working with the student, parents, FT and HoY
- To work alongside the attendance officer and safeguarding to perform home visits for PP students, to intervene quickly with non-attendance and family support
- To provide academic support for students after long periods of absence due to illness or suspension. Helping them to catch up with any missed work and content
- To work with the PP Lead, HoY and FT, to ensure that every PP child is fully equipped with the equipment they need for lessons and home learning

3. General

- The responsibilities of the post may be reviewed and modified in the light 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