

Job Description

Job Title	Inclusion Strategy Co-ordinator
Pay Scale	H6
Accountable to	Deputy Headteacher
Hours/Weeks	37 hours per week, term time plus 1 week

Key responsibilities

Strategic PP & Inclusion

- Support the Deputy Head and Inclusion team with the day-to-day administration of Pupil Premium provision.
- Liaise with staff and families regarding Pupil Premium support, referring complex queries to the Deputy Head / SENDCo.
- Maintain accurate records of PP interventions and expenditure on the SEND/PP tracker as directed, and provide information for impact reviews and reports.

Working with families

- Build positive, supportive relationships with families of students eligible for Pupil Premium under the direction of the Deputy Head.
- Assist with the organisation of meetings with PP+ families and contribute information and oversee action in relation to support where appropriate.

Liaison with SEND & Pastoral teams

- Liaise regularly with the SEND team where students eligible for Pupil Premium also have additional needs, ensuring joined-up support.
- Work closely with Heads of Year to identify students eligible for Pupil Premium in need of additional support and review the impact of interventions.
- Help to organise student voice activities for students eligible for Pupil Premium and record their feedback for the Inclusion team.
- Work with the Safeguarding Team regarding the most vulnerable students eligible for Pupil Premium to ensure safeguarding and wellbeing needs are understood and acted upon.

Sixth Form tutoring

- Liaise with HOYs and HoDs to identify students eligible for Pupil Premium across the school who would benefit from 6th form tutoring.
- Source and timetable 6th form tutors.
- Contact students and parents regarding tutoring sessions and expectations.

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- Create and maintain documentation for tutors and subject teachers to track sessions and impact.
- Record tutor hours.

Administration & data

- Respond to emails and telephone queries from parents, staff and external agencies.
- Keep the PP register up to date and notify staff of any changes.
- Check and update the FSM register (e.g. using DfE) and ensure that changes are relayed to relevant staff.
- Use DfE site to check FSM eligibility.
- Order materials and equipment requested by staff/HoDs/HoYs (e.g. via Hoge).
- Liaise between the Finance Team and parents regarding trips and curriculum materials, resolving issues as they arise.
- Organise the distribution of food parcels for families in need with local charities (where applicable).

External agencies & transition

- Provide information for professionals' meetings where students eligible for Pupil Premium are discussed, as requested by the leaders.
- Liaise with external agencies and charities under the direction of the Deputy Head/SENDCo, providing information and passing on messages to families.
- Contact external organisations (e.g. NEF) for charitable or additional support for PP families.
- Accompany other staff on visits to students eligible for Pupil Premium in primary feeder schools to support transition.
- Support transition for students eligible for Pupil Premium by helping to collect information from primary schools and assisting with Summer School and transition activities.