

Job Description

Job Title:	Pupil Premium Co-ordinator
Grade of post:	Grade 7
Contract	38 weeks per year
Hours per week	32.5
Line Manager:	James Barringer, Senior Deputy Headteacher
Date last reviewed:	May 2026

Main Purpose of the Role

- To provide intensive pastoral support for students eligible for Free School Meals (FSM), ensuring they feel safe, supported, and able to fully engage in school life.
- The role focuses on building strong relationships with students and families, addressing barriers to attendance and wellbeing, and promoting inclusion and success.
- To assist the Deputy Headteacher in implementing the whole school strategy to support students who are in receipt of Free School Meals

SPECIFIC RESPONSIBILITIES

Student Pastoral Support

- Act as a key adult and advocate for FSM students across the school.
- Build trusted relationships with identified students, offering regular check-ins and mentoring.
- Identify and respond to wellbeing, emotional, and social needs.
- Support students in developing confidence, resilience, and engagement with learning.

Family Liaison & Support

- Develop positive relationships with families of FSM students.
- Communicate regularly with parents/carers to support attendance, behaviour, and wellbeing.
- Provide practical support and guidance (e.g. uniform, food support, access to enrichment).
- Signpost families to external agencies and community services where appropriate.

Attendance & Engagement

- Work closely with attendance and pastoral teams to reduce absence and persistent absence.
- Follow up on absence promptly with supportive, solution-focused approaches.
- Support reintegration of students following absence or exclusions
- Promote engagement in school routines, lessons, and wider activities.

Barrier Removal

- Identify and address practical and emotional barriers to learning (e.g. financial hardship, confidence, peer issues).
- Liaise with families directly to ensure FSM students can access trips, clubs, and enrichment opportunities.
- Coordinate support such as breakfast provision, equipment, or safe spaces in school.

Intervention & Mentoring

- Deliver or coordinate small group or 1:1 pastoral interventions (e.g. mentoring, social skills, wellbeing support).
- Monitor student engagement informally and adjust support as needed.
- Work with staff to ensure consistent, supportive approaches across the school.

Collaboration with Staff

- Work closely with Heads of Year, Designated Safeguarding Leads, SENCO, and teaching staff.
- Share relevant information (appropriately and confidentially) to support students.
- Contribute to pastoral meetings and planning for vulnerable students.

Safeguarding & Wellbeing

- Be vigilant to safeguarding concerns and follow school procedures at all times.
- Maintain accurate, confidential records of interactions and support provided.
- Contribute to a safe, inclusive, and supportive school environment.

Monitoring & Reporting

- Keep records of support, key actions, and student progress.
- Provide updates to senior leaders on FSM student wellbeing and engagement.
- Support school reporting requirements

General Duties

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive. The post holder must be flexible to ensure that the operational needs of the school are met. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times.

General Responsibilities

- Comply with, and assist with the development of, Acer Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the Trust.
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

Safeguarding Children and Young People

Safeguarding Statement to be included in all job description. Icknield Community College and the Acer Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references and evidence of the formal qualifications required for the role.