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| **THE DOWNS SCHOOL**  **JOB DESCRIPTION** | |
| **Job Title: Pupil premium progress manager** | **Salary: West Berks Payscale Band F** |
| **Hours: 20 hours per week during term time plus 1 INSET day in September** | **Responsible to: Assistant Head for Student Progress** |
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| **JOB PURPOSE** | |
| * To support young people from disadvantaged backgrounds to overcome the barriers to their learning * To work with a range of colleagues, including external agencies, to ensure the young people from disadvantaged backgrounds are provided with the support they need to achieve outstanding progress * To organise, implement and evaluate a range of provisions aimed at improving the progress of individuals and groups from disadvantaged backgrounds * To support teachers in ensuring students from disadvantaged backgrounds engage with their learning and achieve success | |

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| **DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE** |
| Accountable to the Assistant Headteacher (Student Progress) |

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| **MAIN DUTIES AND RESPONSIBILITIES** |

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| **All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:**   * *proper and professional regard for the ethos, policies and practices of the school* * *understanding and acting within The Downs School’s policies and guidelines, including the School’s Code of Conduct and ICT policy* * *having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people* * *promoting equality as an integral part of the their role and to treat everyone with fairness and dignity.* * *recognising health and safety is a responsibility of every employee, to rake reasonable care of self and others and to comply with the School’s Health and Safety policy and any school-specific procedures/rules that apply to this role.* * To support disadvantaged students to overcome barriers to their learning, enabling them to reach their potential by: * Identifying causes for concern and formulating strategies to provide appropriate support and challenge * Involving parents and/or staff as appropriate * Managing good attendance and liaising with pastoral staff to overcome obstacles to students attending school * By providing targeted intervention, including developing programmes of support, and evaluating the impact of this work * To liaise with other members of staff, especially Raising Standards Leaders, Heads of Year, Heads of Faculty and the SENCO, to ensure that a co-ordinated approach to supporting the progress of disadvantaged students is taken * To develop Challenge and Support Plans for under-achieving disadvantaged students * To attend pastoral team meetings where appropriate * To analyse the progress of students from disadvantaged backgrounds, contributing to and attending raising standards meetings * To make home visits and meet with parents * To provide targeted intervention for both individual and groups by organising and delivering opportunities for children and parents/carers, including the provision of a programme of high quality mentoring * To evaluate the impact of the provisions received by disadvantaged students, contributing to on-going evaluation of the impact of pupil premium spending * To evaluate the impact of own work with individuals and groups * To plan, organise, implement and evaluate enrichment opportunities for disadvantaged students * Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder |

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| **General**  The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.  This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.  This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.  The duties may be changed to meeting the changing demands of the school at the reasonable discretion of the Headteacher.  This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing. |

*JD/FSMKS3/CreatedJuly12/UpdatedNov12*

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

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| **Knowledge/Qualifications:** (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.   * Relevant level 3 qualification * Mathematics and English GCSE at C or above * IT Literate |
| **Skills/Abilities:** Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.   * Ability to maintain a sense of perspective * Excellent communication, liaison and negotiation skills * Excellent time management and effective organisational skills essential * Ability to write clear and legible reports * Ability to handle confidential and sensitive information * Excellent record keeping skills * Ability to be independent, creative and self motivated * Understanding of behavioural difficulties |
| **Experience**: type, level and length.   * Experience of working in a school or with young people is desirable * Any supervisory experience is desirable |
| **Personal Qualities:** or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.   * Offer a firm but friendly approach and be confident in dealing with young people * A positive attitude * A sense of responsibility |
| **Special Factors**: e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc  Willingness to follow an investigation through to its conclusion. |

*PS/Family&Student Manager/ KS3/July12*