



Ashlyns School: Role Description Support Staff

Title of Post	Pupil Premium Administrator
Grade (including allowances)	H4 plus fringe allowance
Reporting to	Assistant Headteacher
Date	March 2023
Time/Hours (and Full Time Equivalent FTE)	24 hours per week ideally over 4 days (term time only)

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- Support the clearly defined aims and ethos of the school
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

Purpose of Role

- The purpose of Pupil Premium (PP) is to boost the progress and attainment of students and young people from disadvantaged backgrounds, in and out of the classroom setting. This role needs to provide comprehensive administrative support to the Assistant Headteacher responsible for PP.

Duties Specific to the Post Holder

- Support the management and delivery of pastoral care to some of our more vulnerable students, working closely with the Heads of Year, pastoral and behaviour teams
- You will have oversight of the wellbeing, academic progress and attendance of the PP students, providing support to ensure they attend and engage while at school. This will involve direct contact with home and developing a positive relationship between home and school
- Work with the Admissions and Transition teams to ensure incoming PP students are fully supported - attending Open Evening & Transition events
- Encourage PP family engagement in Parent Teacher Consultation Evenings, Intervention and Revision sessions and other ad hoc events
- Work with the Finance team and Heads of Year to maintain Free School Meal records, assisting with application as identified, and administering allocation of vouchers as required
- Monitor and maintain spreadsheets, databases/provision maps for students entitled to PP funding
- Ensure PP students are fully equipped, with the correct uniform provision etc, ordering and distributing as necessary, accounting for every penny spent
- Effectively communicate relevant PP student information aiding staff to accurately support
- Coordinate academic catch up meetings for PP students with relevant members of staff; attending meetings when necessary
- Organise, attend and document Focus Groups for students and families
- Carry out the administration for Summer School under the direction of the Deputy Headteacher/Head of Year

Knowledge, Skills and Personal Attributes

- Ability to relate well to children and adults
- Have an empathetic telephone manner, being able to adapt responses according to the humour and situation of the caller
- Confident and effective use of ICT including Google and Office suites, SIMs, databases etc. An embracer of new technologies
- Have excellent literacy skills, liaising confidently in writing internally, with families and external agencies
- Have good numeracy skills, keeping track of budgets and producing reports as required
- Efficient and meticulous in organisation, committed to consistency, with high standards and strong attention to detail
- Show initiative, imagination and a proactive approach to solving problems
- Able to follow direction and work in collaboration with their line manager and School Leadership Team
- Have the ability to work constructively as part of a team and on own initiative with resilience, understanding school roles and responsibilities and your own position within these
- A multitasker and ability to prioritise their own workload
- Exhibit high moral standards in dealing with confidential and sensitive situations
- Have excellent punctuality and attendance
- Integrity
- Ability to improve own practice/knowledge through self-evaluation and learning from others

Signed..... Date.....