

Job Description

Job Title	Pupil Premium/Link Tutor	Department	Inclusion
Reporting to	Head of Pupil Premium & Alternative Provision	Grade	7
Hours per week	35 hours during term time + 5 INSET days		
Hours of Work	To be confirmed with Line Manager		

The performance of all duties and responsibilities shown will be under the reasonable direction of the Head teacher, or other Senior Manger if appropriate, and will be mindful that it is his/her duty to ensure that the employee has reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The School's Grievance procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council Stress at Work Policy and Dignity at Work Policy.

Purpose of the job:

To work preventatively and proactively with Pupil Premium eligible and vulnerable students and school staff by providing:

- ❖ Intensive and planned programmes of support in school for Pupil Premium eligible and vulnerable students to help improve academic progression and outcomes.
- ❖ Intensive and high-impact support in raising learning engagement and achievement for Pupil Premium eligible and vulnerable students who have identified specific learning needs.
- ❖ Individual or group support for the pastoral needs of Pupil Premium eligible and vulnerable students, in order to remove obstacles and barriers to learning.

Key tasks:

1. To offer intensive periods of learning and emotional support to Pupil Premium eligible and vulnerable students. The total weekly hours include contact time with students, administration tasks, and session planning.

2. To plan and deliver lessons for groups of Pupil Premium eligible and vulnerable students with specific pastoral and academic needs.
3. To work closely with subject departments and with other teams within the Academy to develop programmes of individualised pastoral support for Pupil Premium eligible and vulnerable students currently not making sufficient academic progress.
4. To devise fixed-term programmes of support which will focus on enabling Pupil Premium eligible and vulnerable students to engage in the normal programme of school activities, such as engaging in lessons.
5. To provide regular feedback on progress to their line manager, colleagues, parents and tutors.
6. To be aware of difficulties that individual Pupil Premium eligible and vulnerable students may be having in the classroom and to offer advice about to teachers as necessary to ensure that academic progress is being made.
7. To produce student progress reports as and when required.
8. To contribute to the wider life of the Academy and Department, such as break time duties, trip and electives participation.

Universal

- To be personally committed to the process of continuous improvement in the Academy.
- To participate in relevant staff development and training schemes.
- To participate in personal professional development.
- To comply with Health and Safety requirements.
- To comply with "Rights and Responsibilities".
- To be committed to safeguarding and promoting the welfare of children and young people.
- To undertake other duties as may be required from time to time.
- To be prepared to undertake First Aid training if required.

Employees Name:

Signed:

Date:

Line Manager's Name

Signed:

Date:

Person Specification

Specification	Essential	Desirable
Education and training	<ul style="list-style-type: none"> • 5 A*-Cs at GCSE including English and Mathematics or equivalent training • Willing to undertake relevant training, to learn new skills and update existing knowledge, skills and understanding 	<ul style="list-style-type: none"> • Family links trained • Degree and/or professional qualification • Further professional training • Training in safeguarding • Aspirations to become a teacher • Aspirations to work within social services/outside agencies
Experience	<ul style="list-style-type: none"> • Recent experience of working with challenging young people • Evidence of being an effective member of a team • Experience of promoting high expectations and aspirations • Positive working relationships with colleagues • Recent successful experience of working with young people across the age and ability range in an educational setting 	<ul style="list-style-type: none"> • Experience of working in a pastoral team or within a specialist learning environment for vulnerable students
Relevant skills and Aptitudes	<ul style="list-style-type: none"> • Ability to form excellent working relationship with colleagues • A high level of energy and resilience • Ability to promote calm and conducive learning environment • Ability to work calmly and deliver in challenging circumstances • Excellent record of attendance • Genuine interest in working with young disadvantaged/vulnerable children • Ability to recognise and respect confidentiality • Ability to work under pressure, prioritise tasks and work to deadlines • Ability to multi-task 	<ul style="list-style-type: none"> • A passion for improving the educational engagement and outcomes of young disadvantaged/vulnerable children • Understanding of the <i>Code of Practice for Special Educational Needs</i>

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check. All staff will be expected to promote fundamental British values.