

ABINGDON LEARNING TRUST



Student Manager with responsibility for Pupil Premium/ Alternative Provision

JOB DESCRIPTION

Objectives of the role:

Under the guidance of the Assistant Headteacher, Inclusion

To provide a service for students to reduce barriers to learning by:

- Identifying and analysing recognised needs and applying practical and procedural knowledge to facilitate best outcomes for students.
- Engage with and direct external agencies, as lead practitioner, to ensure safeguarding and specialist support of students and families with extreme needs.
- Giving greater continuity of service to staff, students and parents by extending specialist knowledge, support, and guidance.
- Pro-actively refine and formulate effective operational policies and procedures to ensure appropriate provisions are successfully implemented.
- Strategically lead staff to apply policies and procedures to improve attendance, behaviour and achievement for all students within your case load.

Supporting the Leadership Team in actively promoting and leading on key priorities to ensure the efficient running of the school and its community on a daily basis by:

- Responsibility for taking decisions at high-level multi-agency meetings that will affect the future well-being of individual students and families.
- Daily advice and guidance around pastoral support for Pastoral Leaders / SLT to ensure the correct implementation of policy and procedure.

Support for Students Eligible for Pupil Premium Funding

- To lead the day-to-day management, control and operation of Pupil Premium provision within the school, including effective deployment of physical resources.
- To use data on Pupil Premium performance to inform target setting, identify under-achieving students, implement targeted intervention and monitor their effectiveness.
- To lead on activities for Pupil Premium students so they experience enriching breadth of study that builds their cultural capital.
- To have responsibility for case loads of particular students and their families.
- Liaise with Directors of Key Stage and other Student Managers on matters concerning Pupil Premium students.
- To mentor Pupil Premium students to ensure full and regular attendance
- Ensure Pupil Premium students have access to all resources for learning and supporting individuals around issues with uniform, equipment, Free School Meals and food vouchers
- Oversee the bursary and trip funding to ensure Pupil Premium students have access to all areas of school-life.

Support for Students on Alternative Provision

- In addition to those professional responsibilities which are common to all staff in school, the post holder's key accountability will be for the leadership and management of the Alternative Provision, and taking accountability for the academic progress of all students on Alternative Provision. This will promote a secure and safe learning environment that enables both students and staff to achieve high standards.*

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- Developing practices and relationships with external services to provide and identify a higher level of pastoral and academic support for students identified as needing alternative provision.
- Provide integration programmes for students who are vulnerable admissions through IYFAP.
- Arrange and develop said Alternative Provision for students.
- To liaise with external agencies – including Meadowbrook and Oncourse, The Early Intervention Hub, Social Care and other local providers.
- To develop in-house provision for addressing disengagement.
- Establish productive working relationships with students, acting as a role model.
- Take a lead role in managing the speedy / effective transfer of students who have been identified with attendance issues.
- Support, challenge and motivate students, promote and reinforce self-esteem.
- Provide feedback to students, parents and carers in relation to progress, achievement, behaviour, attendance on Alternative Provision.
- Complete relevant referral forms to external agencies to support behaviour concerns both in and outside school. (CAF, EIS, IYFAP, CAMHS, School Counsellor).

Tasks and Responsibilities

- Responsible for the safeguarding and well-being of students on caseload as well as overseeing the overall protection of the school community. Directly impacting on the well-being of students and families, assessing their complex needs and organising delivery of appropriate programmes of care or welfare.
- Responsible for taking decisions that may affect the future well-being and circumstances of individual students.
- Attend SS meetings and undertake interventions as commissioned by Directors of Key Stage and Assistant Headteacher.
- Undertake on call duties when required.
- Manage record keeping systems and processes.
- Establish constructive relationships with parents / carers, exchanging information, facilitating their support for the child's attendance, access and learning and supporting home to school and community links.
- Administrative support e.g. dealing with correspondence, compilation / analysis / reporting on attendance, exclusions etc. making phone calls etc.
- Main point of contact for staff in all matters relating to Child Protection and Safeguarding.

Attendance

Working with the Attendance Officer to take a lead role in raising whole school attendance by developing and implementing strategic policies and procedures ensuring statutory requirements are met.

- Liaise with and make formal referrals to the County Attendance Team and implement fixed term penalty notices & truancy sweeps.

Behaviour

Lead, advise, develop and implement strategies to promote improved student behaviour. Including the identification and tracking of tailored interventions.

- Support Behaviour processes including PSP and IBP reviews.
- Supervision of students' behaviour during break and lunch times.
- Daily support for staff in dealing with students' behaviour for learning.

Organisation and Responsibilities

- Work under very high levels of work-related pressure from deadlines, interruptions and conflicting demands

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- High-level decision-making, advice and guidance required to support the whole school community based on extensive knowledge and experience. Including staff at all levels.
- Advanced level of independence and the use of own initiative while representing the school when meeting the demands of others, either internal or external.
- Exercising highly developed pastoral skills in order to meet the complex and demanding needs of the school community.

Other support duties may be required as directed by the Assistant Headteacher

(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

For all staff – *You have specific responsibilities under Health & Safety legislation to ensure that you:*

- *Take reasonable care for your own health and safety and that of others affected by what you do or do not do.*
- *Co-operate on all issues involving health and safety.*
- *Use work items provided for you correctly, in accordance with training and instructions.*
- *Do not interfere with or misuse anything provided for your health, safety or welfare.*
- *Report any health and safety concerns to your line manager as soon as practicable.*

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

Hours: 37 per week. Term time only plus two INSET days – with additional days/weeks during school holidays to be considered.

Grade: NJC Grade 10

Date: **October 2022**

Your contract of employment is directly with The Abingdon Learning Trust Multi Academy Trust. Your main place of work will be John Mason School but you may be deployed to work at any school within The Abingdon Learning Trust Multi Academy Trust (“the Trust”) and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Date:

Signed: (on behalf of the Academy):

Date: