**Job Title:** Pupil Premium Experience Manager

**Grade:** G5

**Hours:** Full time, 37 hours per week, to include one evening per week staying until 5pm (this will be compensated for elsewhere in the week) – Term Time only plus 2 weeks.

**Duration**: 1 year

**Job Purpose:**

* To take responsibility for supporting pupil premium students in years 7-9 both academically, and in terms of their wider enrichment and experience.
* To raise standards of attainment, improve attendance, reduce exclusions and maintain good standards of behaviour of disadvantaged students
* To line manage staff
* To manage part of the pupil premium budget

**Duties and Responsibilities:**

* To use data, tracking systems and government resources effectively to identify which pupil premium students need to support in each areas, and to track the impact of interventions provided.
* To manage a part of the pupil premium budget to support students in years 7 – 9 academically and more broadly.
* To create intervention programmes for students across and beyond the curriculum, and facilitate them according to bespoke student needs.
* To adapt these intervention programmes regularly using data to achieve the highest impact, thus tracking impact frequently and effectively.
* To report to and update the Pupil Premium Manager weekly. To report to the leadership team as required, and to create documentation to share with department leaders, college leaders and governors as appropriate. This should be in line with the strategic framework.
* To devise, implement and evaluate individual pupil action plans for pupils identified as Disadvantaged students.
* To work collaboratively with teachers, pastoral staff, SENCO’s, EWO’s and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support. To establish a good relationship with any other relevant agencies.
* To develop a full understanding of the agencies available to support vulnerable pupils.
* To develop a full understanding of the range of enrichment activities available, and arrange for experiences for pupil premium students using a portion of the budget. To facilitate disadvantaged students undertaking regular trips and experiences.
* One evening per week, to organise activities for disadvantaged students on or off site, dependent on their needs.
* To supervise after school sessions for disadvantaged students until 4pm each day, monitoring attendance and progress.
* To support with effective transition into year 7 of disadvantaged pupils, to include organising the summer school.
* To attend ongoing training, professional development and support sessions within the scope of the post as required.
* To carry out any additional duties as required within the scope and spirit of the job purpose, title of the job and its grading.