

Job Description

Job title: PPG CO-ORDINATOR

Main purpose of job:

- To support PPG students with their day-to-day engagement in the academy.
- To support the implementation of the academy's Disadvantaged learner strategy.

Department / Faculty: SEND

Location: Plume Academy

Position reports to: Whole Academy
Inclusion Lead / Associate Assistant Vice
Principals

Position is responsible for: PPG students

Length of contract: Permanent, 39 weeks per annum (term time only plus Inset), 37 hours per week, Monday to Thursday 8am – 4pm, Friday 8am – 3.30pm

Salary: Band 3 Point 17 (range 17 - 21), Actual starting salary £19,575

Key Responsibilities and Accountabilities

Main Duties:

Outcomes of PPG Students

- Complete targeted intervention with identified individuals and groups as social/emotional/wellbeing co-ordinator
- Ensure that attendance rates of PPG students are above the academy target (95%) and to liaise with the attendance team to monitor and act on attendance/punctuality issues
- Empower PPG students to contribute extensively to the academy and the wider community
- Enhance student aspirations and ensure that students are able to access regular progress pathway support both in and out of academy
- Liaise with parents as necessary, be present for appointments at parents' consultation evenings.

Provision for PPG Students

- Setting up, supervising, and evaluating breakfast clubs (Monday-Friday 8.00am-8.30am) and homework clubs (Tuesday-Thursday 3.10pm-5.00pm)
- Encouraging students to attend other extra-curricular activities such as revision clubs, sports, music during lunchtimes or as out-of-academy activities.
- Implementing strategies and supporting students in self-esteem and confidence-building activities

- Drawing up agreed action plans with students and monitoring their progress including revision plans/timetables and reviewing their use/impact
- Develop high quality support, care, and guidance systems.

Leadership and Management of PPG Students

- Manage and deal with student concern referrals from Subject Staff, Form Tutors and Heads of Year.
- Reinforce high expectations and address circumstances where students fall below these standards
- Ensure that all stakeholders (parents, students, carers and partners) make an excellent contribution to improving outcomes.
- Have knowledge of work with young people – safeguarding/child protection, working together to safeguard children, multi-agency approach.
- Maintain detailed, accurate records and measure impact of interventions on all PPG students
- Evaluate the effectiveness of the post through case studies and qualitative measurements.
- To support the implementation of the academy's Disadvantaged learner's strategy.

Main Activities Attributable to the Particular Duties

Students

- To establish appropriately high levels of expectation by setting down clear guidelines for establishing good standards of behaviour and achievement within the tutor session including the careful presentation of work and the care of books and equipment

Resources and Accommodation

- To lay down standards for the proper care of accommodation, furniture, and equipment and to enhance the learning environment through the effective display of students' work and other materials.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Date of next review: Annually in line with the PMR process.

Person Specification		
Qualifications and Experience	Essential	Desirable
Educated to degree level standard of education		✓
Minimum of level 2 in Mathematics and English at a minimum C grade [or grade 4] at GCSE	✓	
Speech, Language and Communication qualification		✓
Evidence of further professional study		✓
High level of understanding and application of ICT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students, staff and parent/carers	✓	
Experience of successfully managing whole academy issues and initiatives	✓	
Experience of creating and delivering interventions in a Secondary School setting	✓	
Knowledge, Skills and Abilities	Essential	Desirable
Has the ability and ideas to ensure that Plume Academy continues to build upon its reputation	✓	
Organisational and planning skills including multi-tasking and prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Knowledge of recent/current educational developments, initiatives and legislations and how they might impact of the academy	✓	
Ability to utilise data effectively to monitor progress and evaluate performance of students	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Ability to initiate and lead change and maximise human, time and budget resources	✓	
Commitment to the personal development of all students, staff and self	✓	
Has good organisation skills, the ability to delegate effectively and make sound judgements when working under pressure	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems	✓	
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	