

Application For The Role of:
PPG Coordinator

Aspire • Respect • Endeavour



Thurstable School
Building Knowledge, Growing Character

Job Description

Job Title	PPG Coordinator 36.25 hours per week Term Time only 8.15am – 4.00pm
Grade	<i>Scale 6</i>
Reports to	<i>Deputy Headteacher</i>
Liaison with	<i>Teaching Staff, support staff, pupils, parents and outside agencies</i>
Job Purpose	<ul style="list-style-type: none"> • To support PPG students with their day-to-day engagement in School. • To act a "champion" for these pupils with the aim of improving outcomes. • To provide targeted and personalized support for all pupil premium pupils, removing barriers to under achievement and enabling sustained and successful engagement in their education. • To work with families, teachers, support staff and agencies in the community in raising aspirations and achievement to attain excellent outcomes. • To support students at the school in achieving the school's aims and objectives as set out in the school's strategic plan.
Duties	<p><i>Improve Outcomes</i></p> <ul style="list-style-type: none"> • To deliver and be accountable for the Pupil Premium Action Plan • To raise staff awareness and expectations of all Pupil Premium pupils • To have at least one structured conversation with each Pupil Premium pupil per year • Complete targeted intervention with identified individuals and groups. • To monitor student progress and act on issues when students fall below expected levels of progress. • To provide home/school support in developing metacognition and study skills • Drawing up agreed action plans with students and monitoring their progress including revision plans/timetables and reviewing their use/impact. • Setting up, supervising breakfast clubs and homework clubs if needed. • To liaise with external agencies for Pupil Premium pupils • To liaise with the Special Educational Needs (SEND) department relating to Pupil Premium pupils • Maintain detailed, accurate records and measure impact of interventions on all PPG students ensure these are recorded in provision mapping.

Improve Attendance and Punctuality

- Be responsible for identifying PPG non-attendance each day and liaise with families to remove barriers related to attendance
- Ensure that attendance rates of PPG students are above targets and to liaise with the attendance team to monitor and act on attendance/punctuality issues.
- To monitor lesson attendance.
- To improve the attendance and particularly target persistent absence of Pupil Premium pupils
- To make home visits and support with work where appropriate
- To make home visits, in the mornings as appropriate, to facilitate pupils' attendance and punctuality
- Set pupils targets to improve punctuality and attendance and provide strategies for pupils and their families to achieve this

Parental Engagement

- To facilitate parenting engagement classes
- Liaise with parents as necessary, be present for appointments at parents' evenings when required.
- To have contact with parents/carers regularly.
- To act as the first point of call for all parental inquiries regarding the pastoral care for PPG students.

Improve Student Aspirations

- Empower PPG students to contribute extensively to the school and the wider community and the electives programme
- Enhance student aspirations and ensure that students are able to access regular progress pathway support both in and out of school.
- Encouraging students to attend other co-curricular offerings
- Implementing strategies and supporting students in self-esteem and confidence- building activities.

Provide Pastoral and Behaviour Support

- To establish high levels of expectations by setting down clear guidelines of behaviour and achievement and addressing circumstances where students fall below these standards
- Manage pastoral issues and concerns for PPG Students from pastoral and teaching staff.
- To triage any immediate issues with students.
- Have knowledge of work with young people – safeguarding/child protection, working together to safeguard children, multi-agency approach.
- Ensure that student issues are communicated to the appropriate member of staff so that an effective

approach is actioned as quickly as possible.

- Ensure that the appropriate staff are made aware of parental concerns.
- Follow up incidents as necessary and log all incidents on Go4Schools and CPOMS.
- Support HOY's and/or SLT in following up incidents of behaviour, witness statements, talking to students.
- To assist the HOY's/ SLT in implementing effective behaviour management programmes for students.
- To liaise between school and home, making telephone calls home to advise parents of any issues and if appropriate arrange a meeting.
- To work with students and liaise with external agencies.
- Attend re-admittance meetings for excluded students.
- To act as a key support worker for students on behaviour plans/PSPs

Safeguarding

- To monitor information coming into CPOMS. To highlight any concerns or patterns to the DSL.
- To monitor the Whisper email area and direct concerns to the relevant HoY.
- Attend LABS meetings when needed

Other

- To undertake duties at break and lunch time.
- 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 & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade".

PERSON SPECIFICATION

General heading	Detail	Essential	Desirable
Qualifications & Experience	Specific qualifications	<p>GCSE Maths and English Grade 4 or Above Educated to A Level Standard</p> <p>Holder of a full driving license</p>	<p>Degree or equivalent First Aid Certificate or willing to undertake relevant training. Mental Health First Aid Certificate or willing to undertake relevant training.</p>
	Experience	<p>Successful experience working in children in a school environment.</p> <p>Knowledge of many of the social issues facing students from disadvantaged backgrounds.</p> <p>Working within a pastoral/problem solving capacity.</p> <p>Experience of working with families and young children and preferably have experience of working with children on a one- to-one basis.</p> <p>Excellent creativity to design and implement new initiatives, improve existing ones and continually be thinking of how to boost the engagement of young people.</p> <p>Ability to take responsibility and work within set boundaries with sound judgment as to when to act independently and when to refer or seek advice</p> <p>Candidate must be willing to undertake any qualifications and training relevant to the post.</p>	<p>Experience of working with external agencies may be an advantage</p>
	Personal Qualities	A high level of emotional intelligence to	

		<p>understand the barriers and perspectives of others and promote change.</p> <p>Good judgment over matters of confidentiality and integrity in dealing with sensitive information about pupils</p> <p>Confident and assertive and able to thrive through challenges</p> <p>Enjoy a busy and sometimes demanding workload</p> <p>Flexible in attitude</p>	
	Literacy	NVQ level 3 or equivalent in English.	
	Numeracy	NVQ level 3 or equivalent in Maths	
	Technology	<p>Sound knowledge of Microsoft software including. Excel</p> <p>Sound knowledge of Google</p>	<p>Experience of using Sims & Go4Schools Experience of using CPOMS Experience of using provision mapping</p> <p>Ability to procedure reports from MIS systems.</p>
Communication	Written	<p>Form filling, letter writing, report writing</p> <p>Ability to write produce reports</p> <p>Ability write routine letters</p>	

	Verbal	Ability to exchange information clearly, presentation skills, training etc. Listening Skills Ability to exchange routine verbal information clearly with children and adults Ability to exchange complex and sensitive information in a firm and non-ambiguous way Ability to express own views and opinions	
	Languages	Any specific requirement to have a second language, signing etc.	
	Negotiating	Requirement for consultation, and negotiation Ability to consult effectively with children and adults Ability to motivate/encourage/empower children/adults	
Working children with	Behaviour Management	Have an understanding of behaviour strategies and be able to implement them	
	SEN	Understand and appropriately support children and adults and respond appropriately.	
	Curriculum/School organisation	General understanding of the school curriculum	
	Child Development	Understanding of different developmental stages and the impact of experience on these developments Understand and support children	
	Health & Well being	Understand and promote the value of emotional and physical wellbeing in adults and children Take responsibility for own wellbeing	

Working with others	Working partners with	Ability to forge networks/links, internal and external partners Understand and value the role of parents and carers in supporting children Know when, where and how education and support services can be accessed	
	Relationships	Abilities to form appropriate and productive relationships with relevant groups – children, colleagues, governors, parents etc. Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults using appropriate communication styles Ability to build open and honest relationships	
	Team work	Work effectively as part of a team Ability to work independently Know when and how to seek support Know when and how to hand over control Knowledge of own position within a team environment and the boundaries which apply To be able to work and part of a team and on own initiative	
	Information	Ability to record and report observations in an appropriate manner for central records. Ability to distinguish between option and fact	
Responsibilities	Organisational skills	Ability to be proactive and initiate action To be able to organise and prioritise workload.	
	Time Management	Must have good time management, but also have a flexible approach to work.	
	Equalities	Demonstrate commitment to treating all people fairly	

General	Health & Safety	To have a understanding of health and safety in the workplace	
	Child Protection	Understand what is meant by safeguarding and the different way in which children can be harmed and how to refer to the appropriate person.	Understand and comply with children protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality	
	CPD	Demonstrate commitment Evidence of	