



**Job Description**  
**Pupil Premium Champion and Higher Level Teaching Assistant (HLTA)**

<b>Post Title:</b>		<b>Pupil Premium Champion and Higher Level Teaching Assistant (HLTA)</b>
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>• To develop provision of Pupil Premium to raise academic success and aspirations</li> <li>• To support teaching and learning for students with Special Educational Needs</li> <li>• To support the SENDCo in the planning, delivery and evaluation of high quality personalised intervention.</li> </ul>
<b>Reporting to:</b>		SENDCo
<b>Liaising with:</b>		SENDCo and SEND department, other staff, pupils, external agencies
<b>Working Time:</b>		35 hours per week to be worked Monday to Friday during term-time (including Inset days).
<b>Salary/Grade:</b>		NJC Point 13: £17,038 per annum (£11.73 per hour)
<b>Disclosure level</b>		Enhanced
<b>MAIN (CORE) DUTIES</b>		
<b>HLTA/SEND</b>		<ul style="list-style-type: none"> <li>• Plan and lead intervention sessions with small groups of students (including Functional Skills)</li> <li>• Line management of up to 3 Learning Support Assistants</li> <li>• Establish relationships with other professionals or agencies to support the work of students</li> <li>• Work with the SENDCo to identify students requiring intervention and to match students to appropriate provision</li> <li>• Track the progress of students taking part in intervention sessions</li> <li>• Work with the SENDCo to contribute to the development of the department and the school</li> <li>• Encourage students to complete their work</li> <li>• Support specific children with special needs within the mainstream classroom</li> <li>• Be conversant with the spectrum of Special Educational Needs</li> <li>• Consult with teachers regarding the content of lessons and students' particular needs</li> <li>• Encourage students with behaviour issues to interact with others in a more socially acceptable manner</li> <li>• Keep a log of specific work when required</li> <li>• Join the rota for supervision of vulnerable students during non-structured parts of the day (ie. break, lunch, before school etc)</li> <li>• Assist with developing and updating resources for pupils for lessons</li> <li>• Provide administrative support to the SENDCo and undertake administrative duties relating to SEND as required</li> <li>• Undertake other departmental tasks in support of Special Educational Needs as required</li> </ul>

<p><b>Pupil Premium Champion</b></p>		<ul style="list-style-type: none"> <li>• To lead the monitoring of disadvantaged students' academic attainment, progress, attendance and behaviour through the analysis of data, communication with staff and student observation.</li> <li>• To complete and review the Pupil Premium Budget</li> <li>• To complete and review the Pupil Premium Strategy document</li> <li>• To research*, design and initiate effective intervention strategies to improve academic attainment, progress, attendance and the behaviour of disadvantaged students. (*e.g. local schools, nationally, the Education Endowment Foundation) including having responsibility for the strategic and creative planning of proactive strategies.</li> <li>• To engage and support the parents/carers of disadvantaged children; for example, through the delivery of parenting classes, providing feedback from parents' evenings to disengaged parents and helping them to access support services</li> <li>• To coordinate efforts to raise the aspirations of disadvantaged students and their families</li> <li>• To ensure that staff are aware of pupil premium students, their progress and their needs</li> <li>• To evaluate the impact of intervention strategies; for example, through pupil voice, data analysis, teacher feedback and parent/carer feedback</li> <li>• To report these findings periodically to the Deputy Head with proposals for further action</li> <li>• To attend meetings as required with external agencies, parents and members of the Senior Leadership Team</li> <li>• To act as an advocate for the needs of Pupil Premium students</li> <li>• Develop strategies for early identification of Pupil Premium students</li> <li>• Contribute to CPD across the school for the most effective teaching and learning approaches for Pupil Premium students</li> <li>• Display a developing and professional knowledge base together with the ability to identify the key implications for the school and exercise a key role in assisting the Senior Leadership Team and governors with the strategic developments of Pupil Premium policy and provision</li> <li>• Develop student voice of Pupil Premium students</li> <li>• Contribute to the whole school SEF with regards to Pupil Premium</li> <li>• Liaise with Heads of Year, Faculty and Department Leaders and Examinations Officer in order to advise on appropriate provision for Pupil Premium students</li> </ul>
<p><b>Additional Duties</b></p>		<ul style="list-style-type: none"> <li>• Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility.</li> <li>• Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example</li> <li>• Promote actively the school's corporate policies</li> <li>• Continue personal professional development as agreed including attending training sessions or training courses even when these may be outside duty days.</li> <li>• Undertake other responsibilities as determined by the Headteacher, following consultation</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>		

