**Vigo Village School**

**Pupil Premium Leader Job Description**

**Kent Range 5 to 7**

**Purpose of the Post**

* To assist the school’s leadership in the management and delivery of provision for Pupil Premium children.
* To ensure academic success and the best quality learning experience for this group of pupils.

**To whom the post holder reports**

* Senior Leadership Team
* Headteacher
* SENCO and Class Teachers

**Principle Accountabilities**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties may vary from time to time without changing the level of responsibility of the post.

* In collaboration with class teachers and the school’s SENCo, and by using assessment data, identify areas for academic development for Pupil Premium children;
* In collaboration with class teachers, plan units of work that will address the identified areas of development;
* Deliver the units of work with Pupil Premium children either on an individual, group or class basis;
* Assess and review the impact of the units of work on the academic development of the Pupil Premium children;
* Meet with class teachers and the SENCo to share assessments and, where appropriate, adjust provision or initiate new units of work.

**Administrative duties**

* To monitor and maintain records on the provision and impact of support for Pupil Premium pupils;
* Provide the school’s governing body with termly progress reports on the Pupil Premium children;
* To provide a clear and concise action plan for Pupil Premium provision;
* Undertake other duties from time to time discussed with the head teacher or SENCo where appropriate.

**The responsibilities specific to the post**

* Assess and evaluate both the pupil learning and effectiveness of provision for Pupil Premium children;
* Liaise with a variety of members of the staff team to provide the very best support and learning opportunities for this group of pupils;
* Be mindful of any concerns regarding the safeguarding of pupils, and act in accordance with the school’s policies where appropriate.

**Necessary Skills and Experience**

* Educated to at least Grade C GCSE or the equivalent in English and Mathematics;
* A skilled and talented practitioner, with the skills and experience of working with children from Year R to Year 6;
* Knowledge and experience of a range of interventions;
* The ability to work flexibly, liaising with other members of staff to set appropriate targets and to record and track children’s progress.

Signed ……………………………………………………………… Post Holder Date ………………

Signed ……………………………………………………………… Head teacher Date ………………