

# St Alban's Catholic High School



*"Learning, Respecting, Caring"*

## Pupil Premium Support Worker

(Key Stages 3 & 4: Years 7 - 11)

### Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

Salary: Grade 2 Point 3-4 Salary £22,738 - £23,113 FTE £9.389 - £9543 actual  
Hours: 18 hours per week during term time  
Responsible to: Assistant Headteacher in charge of Pupil Premium

#### Main Duties

The Pupil Premium Support Worker (PPSW) will work, in conjunction with the KS3 and KS4 Pastoral Supports, the SEND team and Heads of Year, and member of the Senior Leadership Team to work with our PP students to improve attendance, engagement in lessons and outcomes between years 7 and 11. Their aim is to provide support and to enable students to help themselves and support active engagement in learning. It is also to identify particular needs as and when they arise. They will maintain professional relationships with students, acting as a mentor through a range of targeted intervention strategies.

The PPSW may also have a wider role in initiating and managing some specific school issues under the direction of the Assistant Head in charge of Pupil Premium, Heads of Year, or Student Support Managers. This will involve regular one to one sessions, tracking specific individual student performance, setting up support plans, liaising with key staff and family members, as well as liaison work with primary schools, early intervention with new Year 7 students and targeted support for exam students who are underperforming.



## Operational Requirements

The Pupil Premium Support Worker will:

- Conduct regular interviews with PP students to assess and review their situation
- Liaise with teaching staff, pastoral staff and families to ensure good communication
- Organise and manage packages of support enabling students to learn effectively in the school environment
- Monitor progress and attendance of PP students
- Maintain accurate records and paperwork
- Participate in training, supervision and performance management.

This is not an exhaustive list, and the Pupil Premium Support Worker will meet any reasonable request made by their Line Manager, members of the Pastoral team or members of the Senior Leadership Team.

On a day-to-day basis, this means in practice working with PP students to:

- Ensure that all PP students feel valued and supported at St Alban's Catholic High School
- Ensure good attendance
- Ensure good engagement in lessons
- Ensure they have appropriate resources and equipment
- Ensure that key staff are made aware of any issues that are creating a barrier to learning

## Person Specification

	Essential	Desirable
<b>Qualifications and Experience</b>		
Grade 4 or above pass in English GCSE (or equivalent)	✓	
Grade 4 or above pass in Maths GCSE (or equivalent)	✓	
Experience of working with students across the secondary age range		✓
Sound knowledge of educational processes		✓
Experience in safeguarding		✓
Experience in conflict management		✓
To be confident in the use of ICT processes as an integral part of daily working	✓	
Enthusiastic about the education and welfare of young people	✓	
<b>Personal Qualities</b>		
To enjoy working with young people	✓	
Good communication skills	✓	
Good listening skills	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Ability to demonstrate and promote good practice in line with the Catholic ethos of the school		✓
Able to prioritise and manage time effectively		✓
Work under pressure and to deadlines		✓
Set high standards and provide a role model for students	✓	
To be flexible and willing to take on new challenges		✓
<b>Skills and Abilities</b>		
Ability to deal with challenging behaviour	✓	
To make reasonable decisions based upon evidence	✓	
To think creatively and imaginatively		✓
To anticipate and solve problems		✓
To demonstrate good judgement	✓	
To be able to prioritise	✓	



	Essential	Desirable
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to exchange routine verbal information clearly and sensitively with students and adults	✓	
Ability to observe and monitor progress and maintain records	✓	
Good understanding of the way in which children develop in relation to the role	✓	
Understand the importance of physical and emotional wellbeing	✓	
Ability to support student who maybe unwell	✓	
To deal sensitively with people and be able to resolve conflicts including supporting restorative approaches	✓	
Ability to follow written and oral instructions and to carry out instructions.	✓	
Ability to motivate/encourage/empower students and adults.	✓	
To have sound administrative skills, able to stay on top of paperwork whilst maintaining attention to detail	✓	
Establish effective relationships with those working in and with the School	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Ability to know when and how to seek support.	✓	
Able to ensure that tight, strict deadlines are met	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	