



Job Description

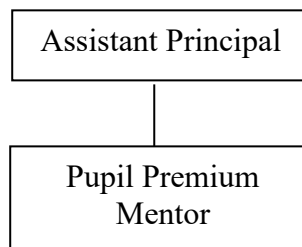
Job Title: Pupil Premium Mentor

Grade: OAT Grade 4

Reports to: Assistant Principal

**Organisation
Chart:**

**Show immediate
manager and any
jobs reporting to
this post.**



**DBS Check
applicable?**

Standard ☐ **Enhanced** ☒ **None** ☐

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes ☒ **No** ☐

Job Purpose:

To provide targeted academic and personal support to disadvantaged pupils, helping them overcome barriers to attendance, engagement, behaviour and achievement under the guidance of teaching staff.

To be responsible for the day-to-day coordination, administration and monitoring of the Academy's Pupil Premium mentoring programme.

Main Duties and Responsibilities:

Pupil Mentoring

- Deliver one-to-one mentoring sessions to an identified caseload of pupils, also delivering small-group mentoring where required.
- Establish and implement clear individual targets with pupils. Review progress towards these targets and maintain written records of all pupils receiving mentoring.
- Identify any emerging patterns and concerns and ensure they are reported to the Assistant Principal.
- Support pupils to identify barriers preventing them from achieving their potential.
- Support pupils to develop resilience, confidence, organisation and independence.
- Encourage pupils to take responsibility for their own attendance, behaviour, effort and achievement, helping them to develop a positive attitude towards learning.
- Develop positive and professional working relationships with disadvantaged pupils to provide advice and guidance on learning and development.
- Support transition at key points throughout the academic year including but not limited to Year 6 into 7 transition, GCSE options, exams and post-16 progression.

Pupil Premium Programme Coordination

- Maintaining the Pupil Premium mentoring register, ensuring this is kept up to date.
- Identify pupils to be allocated to mentoring, under the guidance of the Assistant Principal.
- Organise mentoring sessions and maintain timetables.
- Monitor whether planned mentoring takes place, ensuring mentoring records are completed consistently and accurately.
- Maintain individual action plans and track intervention start dates, review dates and outcomes.
- Support the Academy's wider attendance strategy by monitoring the attendance of disadvantaged pupils, identifying patterns of absence and lateness. Work with the Academy Attendance Officer to explore barriers to regular attendance.
- Monitor behaviour patterns of disadvantaged pupils, reinforcing the Academy's expectations and values and explore any underlying barriers to positive engagement. Support pupils to reflect on their behaviour.
- Liaise with relevant staff such as mentors and Heads of Year to ensure the mentoring provision is coordinated effectively.
- Support in maintaining contact with pupils' parents/carers to inform them of progress and any concerns.
- Support the Assistant Principal in preparing information for Pupil Premium, pastoral and pupil progress review meetings.

Safeguarding and Welfare

- Promote and safeguard the welfare of all pupils.
- Maintain appropriate professional boundaries and confidentiality.
- Contribute to a culture in which pupils feel safe, respected and valued.

Generic Responsibilities:	To undertake such other duties appropriate to the grade of the post as the Assistant Principal may from time to time reasonably determine.		
	To carry out all responsibilities with regard to the Academy's Equalities Policy and Procedures and Customer Care Policy.		
	To comply with all Health & Safety at work requirements as laid down by the Academy.		
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.		
Variation Clause:	This is a description of the job as it is constituted at the date shown. It is the practice of the Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.		

DATE:	October 2026	COMPLETED BY:	Assistant Principal
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