

## Jersey Premium and Bursary Coordinator

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<b>Department:</b>	CYPES	
<b>Section:</b>	Education, JCG	
<b>Reports to:</b>	Assistant Headteacher, Student Progress and Welfare	
<b>JE Ref:</b>	CYP1113.1	
<b>Grade:</b>	CS07	<b>JE Date:</b> 14/04/2024

### Job purpose

The Jersey Premium and Bursary Coordinator serves as a champion for all students eligible for JP and Bursary funding; their core role is to support the SLT in maintaining a deep knowledge of these students' areas of need and direct financial resources to meet these needs.

The Jersey Premium and Bursary Coordinator is responsible for supporting the Assistant Headteacher (Student Progress and Welfare) in carrying out and supporting the implementation of the Jersey Premium Strategy.

### Job specific outcomes

The specific responsibilities of the Jersey Premium and Bursary Coordinator will include the following:

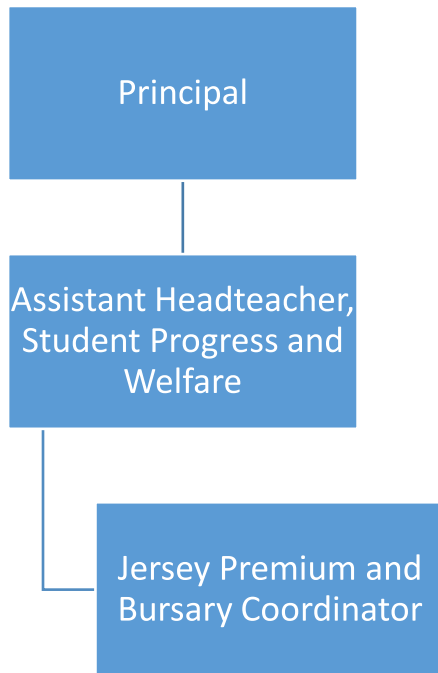
1. Identify the needs of those eligible for Jersey Premium and/or Bursary funding, in liaison with students, parents and staff
2. In collaboration with the Assistant Headteacher (Student Progress and Welfare), implement the College's Jersey Premium Strategy so that the needs of those eligible for JP or Bursary funding are met
3. Monitor and support the progress of all students eligible for Jersey Premium and /or Bursary funding to ensure that barriers to learning are removed
4. Manage the Jersey Premium register and ensure staff are informed of any changes to ensure that students' needs are fully met
5. In consultation with the Assistant Headteacher (Student Progress and Welfare) manage expenditure of the Jersey Premium budget, and the additional funding available to Bursary students to ensure that funding is spent appropriately and efficiently to ensure maximum value

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

## Organisation chart

### Government Departments



## Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	GCSE Maths and English – strong pass or equivalent	Higher education qualification.  Full and clean driving licence
<b>Knowledge</b>	Experience working with children and their families.  Working knowledge of Jersey Education legislation relevant to the post.	Familiarity with PP / JP strategy and best practice, e.g. EEF
<b>Technical / Work-based Skills</b>	Ability to use Excel and other software to make payments.	
<b>General Skills/Attributes</b>	Strong interpersonal skills which display high levels of sensitivity, tact and diplomacy in dealing with difficult situations.  Good organisational and administrative skills.  An ability to take responsibility and a proactive approach to problem solving.  A keen interest in supporting the progress and welfare of all students.  The ability to work collaboratively, to model good practice and maintain high levels of confidentiality.	

	<p>High levels of skill in working with both individual students and groups to support student involvement in the life of the school.</p> <p>Energy, vision and enthusiasm for the designated areas of responsibility.</p> <p>Ability to motivate staff members to focus on what can be achieved.</p> <p>The ability to work under pressure, prioritise and meet deadlines.</p>	
<b>Experience</b>	<p>Experience in actively supporting teaching staff and students in the completion of their work.</p>	

## Personal Attributes

### Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.