



Job Description Children Looked After (CLA)

Purpose:	The post is part providing high quality support to all Children Looked After. There is a high level of pastoral support demanded by this role but also a more practical element in that completing formal documentation (for use both within school and within a range of education authorities) with impeccable accuracy.
Reporting to:	Behaviour and Attitude Assistant Lead
Responsible for:	CLA students
Liaising with:	Senior Leadership, Heads of Faculty, teachers, support staff, parents, carers, social care, partner primary and secondary schools, LA staff and other external agencies.
DBS Check	Enhanced Level
Working Time	36 hours 40 mins a week, Term-Time only +2 days (192)
Salary	Grade 5, Pt 18 - 23 £24,647 to £27,868 (pro rata applied) dependent on experience

ROLE DUTIES

1. Provide documented pastoral care including regularly scheduled 1:1 meetings with all CLAS (Children Looked After), as well as monitoring previously looked after children (PLAC) under the remit of the Achievement and Access Team;
2. Share in the management of the behaviour of students including the break duty rota;
3. Effectively communicate with parents, carers and external agencies including social care;
4. Help monitor and share, student attendance together with student progress and performance in relation to targets set for each individual, ensuring that follow up procedures are adhered to and that appropriate action is taken;
5. Liaise closely with subject specialists and other colleagues to report upon the level of competence in literacy and numeracy of individual targeted students and to provide matched support accordingly;
6. Work intensively, with individual students or groups of students as appropriate;
7. Monitor and evaluate the progress of targeted students and contribute as appropriate to associated termly Personal Education Planning meetings (PEP), including issues related to Social Emotional Mental Health (SEMH);
8. Ensure the communication of relevant information on pupil progress to mainstream school staff and liaise with colleagues as appropriate on issues related to home/school and cross phase transition;

9. Maintain records of student progress and activities undertaken in accordance with Local Authorities;
10. Maintain records of student attainment and progress and report findings to the relevant Inclusion Group;
11. To manage individual PP+ (Pupil Premium Plus) budgets for all CLAs as well as identified Previously Looked After Children (PLAC), in accordance with individual Local Authorities.
12. To host and actively participate in termly PEP meetings as well as twice yearly LAC (Local Authority Care) Reviews for each CLA, producing reports and other associated documentation;
13. Be a member of the Achievement & Access Team and attend weekly meetings;
14. Lead by example and promote and enable teamwork in pursuit of corporate excellence;
15. Evaluate student performance and be instrumental in identifying, and arranging, interventions and strategies to enhance both academic and life chances for all CLA and PLACs.

PERSONAL AND PROFESSIONAL DEVELOPMENT AND CONDUCT

17. Take part in the school's staff development programme by participating in arrangements for further training and professional development;
18. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all;
19. Follow the school's agreed policies for communications in the school;
20. Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

GENERAL DUTIES

21. Work with the HOF to identify resource needs and to contribute to the efficient / effective use of physical resources;
22. Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc;
23. Be a role model and actively promote the school's Rights Respect agenda;
24. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all;
25. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students);
26. Maintain confidentiality and observe data protection and associated guidelines where appropriate;
27. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: April 2024

Head teacher: J Cregg