

JOB PROFILE

Job Title:	Looked After Children (CLA) Coordinator including Previously LAC children (PLAC), Children with a social worker (CSW), children with an SGO and children with a kinship care arrangement.
Salary:	S7
Accountable to:	Designated Teacher for CLA
Hours:	25 hours per week x 39 weeks per year, may be more...
Job Purpose	Steer the pastoral and educational needs of Looked After Children (CLA) PLAC, CSW and those in kinship care. Provide support and interventions for looked-after children. Work under the direction of the Designated Teacher for CLA.

Duties and Responsibilities

Build effective relationships.

- Be a point of consistent and accessible support for students in your remit.
- Provide a safe welcoming space that can be used as a bolt hole as needed
- Facilitate daily group work utilising nurture group principles to support CLA and post CLA students with transitions e.g. at the beginning and end of each day, before and after holidays and between key stages
- Provide pastoral support and guidance around issues related to equality, diversity and inclusion

Coordinate and oversee the pastoral and curricular needs

- Provide 1:1 tutoring for one hour per week per student in a core subject in liaison with teachers.
- Monitor the educational progress of these groups of students and inform the LAC designated Teacher of trends, successes and concerns.
- Plan, prepare, conduct and write up termly PEP meetings in line with Virtual School guidance (supported by the Designated Teacher and the SEN administration team)
- Plan and contribute to twice yearly CLA Review meetings (with support from the wider school and the SEN administration team)
- Design, maintain and review a workable termly Education Plan for Previously Looked After Children (EPLAC) – currently 12 students and consider how this would be extended to Children with a Social Worker who are not CLA (currently 11 students) and children in Kinship care (currently 4 students)
- Maintain and share an accurate targets spreadsheet with appropriate in-house staff.
- Model exemplary trauma informed practice and be prepared to share strategies with the wider team, undertaking training as required.

Liaise with carers and outside professionals

- Work sensitively and efficiently with a wide range of professionals, carers and parents.
- Participate in meetings with outside professionals and carers to ensure comprehensive support for students.
- Liaise with carers to support the educational and emotional needs of CLA students.
- Maintain an accurate manual and SIMS register for CLA, PLAC, CSW, kinship and SGO students.
- Communicate effectively with a wide range of professionals regarding CLA students joining or leaving Oakwood.

General

- Be adaptable to changing practice and to perform any other tasks appropriate to the level and nature of your current role to facilitate the smooth running of the School as directed by the Headteacher or Line Manager.
- Participate in the Duty Rota to supervise students as required
- Be prepared to undertake DSL Safeguarding Training to ensure effective support for this vulnerable group.

Signature of Postholder: _____ **Date:** _____

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. (DBS)

We foster an inclusive culture that promotes equality of opportunity and values diversity creating an environment where the rights and dignity of all members of our community are respected. We promote a culture that allows staff to grow and flourish, regardless of gender, ethnicity, religion, age, and all other aspects of diversity and therefore welcome and encourage applications from diverse backgrounds to join our team.