



SOUTHFIELDS ACADEMY

Job Title: Designated Lead for Looked After Children

Reporting to: Assistant Head teacher – KS5 and IG

Main Purpose of the Post:

- To co-ordinate the support, monitoring and interventions for LAC students.
- To liaise with external agencies around LAC students.
- To maintain accurate records of LAC students.
- To provide ad-hoc support of International Group students, as directed by Head of the International Group.

Specific Duties:

1. To attend statutory meetings, including but not limited to: PEPs, LAC Reviews, Professional Meetings and Multi-agency meetings.
2. To prepare accurate paperwork for said meetings and ensure post-meeting actions are taken in a timely and thorough manner, e.g. in relation to SMART targets, tutoring, resource allocation.
3. To coordinate and ensure the appropriate provision for International Group LAC students.
4. To lead and develop excellent pastoral care for IG LAC students to include, but not limited to, the monitoring of attendance, punctuality, attainment, behaviour, personal development, careers and progression planning.
5. To fulfil the responsibilities of being the safeguarding lead for the International Group, reporting to the Academy DSL; whilst liaising with person i/c of medical plans, school nurse...etc.
6. To oversee the allocation, arrangements, monitoring and tracking of bursaries and Pupil Premium Plus (PP+) allocation for IG LAC.
7. To develop and maintain robust partnerships/working links with external support agencies/ partners to develop, initiate and lead on support for IG LAC, e.g. Virtual School, social care, CARA, Love2Learn, Young Roots, Injera Youth Club and other social/ charitable organisations.
8. To be the main point of contact on all issues related to IG LAC: social care/ agencies, carers, EP, police...etc.

9. To provide in-school support for IG LAC: interventions, in-class support/ withdrawal, homework club, personalised timetables, attainment/ behaviour monitoring...etc.
10. To assist with parents' evenings, other parent/carers events and maintain regular contact with carers.

GENERAL DUTIES:

All staff are expected to:

1. Work towards and support the Academy vision and the current Academy objectives.
2. Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
3. Work within the Academy's Equality policy to promote equality of opportunity for all students and staff, both current and prospective.
4. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
5. Engage actively in the performance review process.
6. Undertake other reasonable duties related to the job and Academy purpose commensurate with the post.

Additional Duties:

1. To be fully aware of and understand the duties and responsibilities arising from the Keeping Children Safe in Education in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/Headteacher/Line Manager commensurate with the grade of the post.

Review and Amendments:

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed:

Postholder Name

HT/Senior Line Manager Name

Date



PERSON SPECIFICATION

Designated Lead for LAC

1. EXPERIENCE

- Experience of working with Looked After Children and their carers and social services support workers
- Experience of working with refugee children
- A knowledge of (or willingness to learn about) the statutory requirements around the monitoring and reporting on LAC students
- A proven record of student support in a school setting
- Experience working with and reporting to external agencies, including LAs

2. QUALIFICATIONS

- Level 3 education desirable, Level 2 English and mathematics essential
- Safeguarding training

3. KNOWLEDGE AND SKILLS

- Proven organisational and time management skills with the ability to work under pressure to conflicting deadlines.
- Proven interpersonal and communication skills.
- Ability to act as a role model for other staff and students at all times.
- A commitment to safeguarding and promoting the welfare of children.
- Understanding of and ability to implement the Academy's Equal Opportunities Policy.
- An enthusiasm for developing knowledge of international/ refugee students, their needs and support interventions.