

Beacon Academy

Job Description

Salary: SCP11 (Pro-rata term time only + training days).

Post: Co-Ordinator for Children who are Looked After

Purpose of the role:

The post holder will 'champion' the best interests of 'looked after' children ensuring they make strong progress; academically, socially and emotionally. Ensuring all looked after children progress to further education and training. Robustly address any disadvantage faced by the young person.

Main duties

- Monitor the academic progress of all students in the CLA cohort
- Monitor the personal development of all looked after children
- Pro-actively arrange interventions to support academic progress and personal development of all looked after children within Beacon Academy, evaluate their effectiveness and continuously improve practices.
- Prepare for and attend all LAC review meetings with the different local authorities/corporate parents, ensuring all recommendations and agreed strategies from the meetings are followed through in the best interests of the child.
- Complete any appropriate documentation such as EPeP etc.
- Report any safeguarding concerns to the DSL either in person or through the MyConcern portal.
- Regular meetings with the young person to monitor their progress and mental well-being.
- Support the young person in lessons.
- Provide interventions if the young person is struggling academically or pastorally. Resolve barriers to learning and progress including meetings with carers or other stakeholders.
- Liaise with foster carers, corporate parents and residential care staff.
- Liaise with teaching staff and SLT with up-to-date information about the young person.

Work with others

The CLA Co-Ordinator is expected to:

- Liaise with the children's home and foster carers to ensure all looked after children are making good progress both academically and socially, emotionally.
- Liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCO) on matters of safety and safeguarding (including online and digital safety) to ensure effective safeguarding for the young person.

- Liaise with teaching staff and teaching assistants to ensure all looked after children are making good progress and ensure their learning needs are met. This includes supporting the students in lessons.
- Liaise with the pastoral team to analyse behaviour reports/logs, patterns and causes of poor behaviour choices.
- Liaise with the SEN team to ensure that any additional needs are met.
- Liaise with external agencies; school social worker, educational psychologist to ensure mental health needs are met.
- Liaise with local education authorities and any other appropriate professionals
- Seek the voice of the child through direct work with all looked after children.

Training

The post holder should undergo training to provide them with the knowledge and skills required to carry out the role. This includes 'Prevent' awareness training.

Knowledge and skills should be refreshed and at least annually, to allow them to understand and keep up with any developments relevant to the role.

