

**JOB DESCRIPTION**

**JOB TITLE**:Child in Care Support (One Year Fixed Term contract)

**GRADE**: Grade 5 Pt 14 £19390 p.a pro rota

24 hours per week, term time only (39 weeks per year)

**ACCOUNTABLE TO**: Deputy SENCO

**JOB PURPOSE**: To work closely with the Intervention Coordinator for CiC/Designated Teacher (DT) to provide care, guidance and support to all students who are registered as CiC/Looked After Children (LAC,) adopted or have Special Guardianship Orders.

**DISCLOSURE LEVEL**:Enhanced. You are required to be fully committed to the safeguarding of the pupils in the school.

**DIRECTLY RESPONSIBLE**

**TO THE POST HOLDER**: Deputy SENCO

**KEY ACCOUNTABILITIES** -

All staff at King Ethelbert School are expected to actively support and promote the vision and values of the school including the Child Protection and safety procedures*.*

**Child in Care Support**

The role of CiC Support is to support the Children in Care pupils under the guidance of the DT for CiC

* To provide support for the DT, accurately completing both online and paper records on a regular basis.
* To support the DT in regards to the monitoring of academic progress of Children in Care.
* To assist the DT to ensure that all Personal Education Plans (PEPs) are completed for each CiC/LAC pupil.
* To provide relevant feedback provided by DT to Heads of Year, and all staff with a need to know, of any targets, interventions or special provisions as a result of PEP meetings.
* To support with documentation relating to the CiC/LAC budget and order appropriate resources.
* To liaise with all outside agencies in regard to CiC/LAC pupils when requested.
* To demonstrate both enthusiasm and high standards in the role.
* To mentor CiC/LAC students’ learning, motivation and attitude towards work.
* To maintain accurate records of all aspects of each CiC/LAC pupils.
* To maintain strict confidentiality with regard to both the teachers and students within and outside the school.
* To maintain regular contact with either Carers/Authorities in regard to the progress of our CiC/LAC students and also any concerns.
* To support students and support with their work in their lessons selected by the DT.

**GENERAL**

* To follow the School’s Child Protection procedures in cases where there is concern over the safety or emotional well-being of a pupil
* To maintain strict confidentiality with regard to both the staff and pupils within and outside of the school

This job description will be reviewed annually by the post holder and the relevant team leader as part of the school’s support staff performance management cycle.