

Job Role Details		Last Updated: March 2024
Department/ Location:	Student Support / Cross Site	
Job Title:	Child in Care Administrator/Mentor	
Salary Grade	Combined Grade	
Responsible to:	Care Experienced Coordinator - DMS	
Responsible for:	No staff management responsibilities	
Job Purpose Statement:		
<p>Support Children in Care within the Virtual School Kent Post 16 cohort of Year 12 &13's to make the best possible progress in learning, personal development and academic progress and achievement.</p>		
Main Responsibilities and Duties:		
<p><i>The following is an indication of the type and level of the main priorities expected of this role as directed by your line manager and is not intended to be a comprehensive list of duties or tasks:</i></p> <ol style="list-style-type: none"> 1. Undertake daily attendance checks in respect of punctuality and well-being when young people are attending the provision. 2. Provide regular mentoring sessions for young people to support them in their learning and aspirations. 3. Monitor progress in lessons, liaising with tutors, and identifying appropriate / additional support as required. 4. Act as operational link with VSK Post 16 Educational Support Officer for each Kent child in care. 5. Understand the requirements of the Personal Educational Plan (PEP) and support the Post 16 Educational Support Officer with arranging these PEPs in a timely and purposeful fashion, ensuring the targets are "SMART" and tracking the achieving of them by students by the next PEP. 6. Attend the Personal Education Plan meetings alongside the allocated Welfare Officer and record discussion from the meeting on Kent Electronic Portal (EPEP) system and internal recording systems. 		



7. Build and maintain a working knowledge of each Child in Care within the cohort, recognise welfare and safeguarding concerns and flag any concerns to the allocated college Welfare Officer.
8. Meet routinely with college Care Experienced Coordinator and Virtual School Kent Education Support Officer during the term to discuss progress, attainment and attendance.

All staff are required to:

- Staff must complete mandatory annual Continuing Professional Development (CPD) in accordance with the number of hours set for their Department.
- Travel between sites as and when required in accordance with their job role.
- Evening and weekend work may be required to meet the needs of the service
- Comply with and understand all aspects of legislation and College policies and processes relating to safeguarding, including promoting the welfare of children, young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Comply with, understand and promote statutory and College best practice in Health & Safety at a level relevant to the role and responsibilities held by the post holder.
- Comply with, understand and promote statutory and College best practice in respect of GDPR at a level relevant to the role and responsibilities held by the post holder.
- During the course of your duties, you may acquire or have access to confidential information which should not be disclosed to any other person unless in pursuit of your duties in compliance with GDPR or with the specific permission given on behalf of the College.
- Actively take responsibility for their personal learning and development (informal and formal) reviewing and reflecting on their performance within their current role.
- Promote, adhere to, understand and put into practice all College policies and procedures.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the MidKent College Equal Opportunities Policy.
- Attend and complete all mandatory training sessions or on-line computer based training packages as required by the College.
- Undertake any other duties consistent with the key responsibilities and/ or duties of this role as directed by your manager.



Person Specification		
Qualifications	Criteria	Assessment Method
<ul style="list-style-type: none"> 5 GCSE passes or equivalent standard qualifications, including - English & Mathematics. 	<ul style="list-style-type: none"> Essential (E) Desirable (D) 	<ul style="list-style-type: none"> Application (A) Assessment Centre (AC)
<ul style="list-style-type: none"> 5 GCSE passes or equivalent standard qualifications, including - English & Mathematics. 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A/AC
Experience		
<ul style="list-style-type: none"> Experience in administrative work and a good standard of communication skills, both written and verbal. Experience of working with and supporting Care Experienced young people within secondary/FE educational environment. Knowledge and experience of working with disengaged and disadvantaged young people. Safeguarding qualification. 	<ul style="list-style-type: none"> E E E D 	<ul style="list-style-type: none"> A/AC A/AC A/AC A/AC
Skills & Aptitudes	Criteria	Assessment Method
	<ul style="list-style-type: none"> Essential (E) Desirable (D) 	<ul style="list-style-type: none"> Application (A) Assessment Centre (AC)
<ul style="list-style-type: none"> Confident, professional communicator both face to face and via digital. Ability to communicate with students and staff at all levels. Able to demonstrate an ability to write clear and comprehensive meeting notes. Excellent listening and questioning skills. Attention to detail. Excellent time management and organisational skills. Accurate data inputting. Positive supportive attitude. Good digital skills. 	<ul style="list-style-type: none"> E E E E E E E E E 	<ul style="list-style-type: none"> A/AC A/AC A/AC A/AC A/AC A/AC A/AC A/AC A/AC
Other Requirements		
<ul style="list-style-type: none"> The successful candidate will be required to act with discretion, pride, purpose, resilience and confidentiality. Willing to undertake mandatory training and demonstrate awareness of Health & Safety requirements. 	<ul style="list-style-type: none"> E E 	<ul style="list-style-type: none"> AC AC





<ul style="list-style-type: none"> • Willing to undertake mandatory training and demonstrate awareness of GDPR. • Willing to undertake all other mandatory training as required by the College. • The successful candidate will be required to adopt a student focus and commitment to developing knowledge of quality improvement processes and systems. 	<ul style="list-style-type: none"> • E • E • E 	<ul style="list-style-type: none"> • AC • AC • AC
Safeguarding		
<ul style="list-style-type: none"> • The College is committed to safeguarding and promoting the welfare of young people and venerable adults. The candidate’s ability to perform the duties aligned to safeguarding and Prevent strategies within this role will be explored during the interview process. • The successful candidate will be required to have a DBS check to work at the College. 	<ul style="list-style-type: none"> • E • E 	<ul style="list-style-type: none"> • A/AC • A