

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Care Experienced Student Support Officer	Post Number:	CS1323F
Daily Supervision:	Designated Co-ordinator for Care Experienced Students	Grade:	CSS Scale 4
Department:	Student Support Services	Last Updated:	September 2024

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To support the Designated Co-ordinator for Care Experienced Children by promoting, monitoring and recording the attendance, progress and educational achievement of Children In Care, Care Leavers and Previously Care Experienced Students in post 16 education.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To collate information, contribute to reports and attend meetings for Children In Care statutory reviews with the placing local authorities representing Lincoln College Group.
2. To assist with risk assessments, as directed by the Designated Co-ordinator, in partnership with academic staff and the safeguarding team when necessary.
3. To ensure the confidentiality of all information received including outcomes and reports and maintaining the highest standards of professional conduct at all times.
4. To record and maintain all contact information on the College's Child Safeguarding Online Management System CPOMS.
5. To support the Designated Co-ordinator by monitoring a caseload of Children In Care, Care Leavers and Previously Care Experienced students for attendance, progress and attainment.
6. Liaise with and support academic areas with any barriers to learning and trauma related behaviours for Care Experienced Students.
7. Complete weekly attendance data for Welfare Call operating system for placing local authorities.
8. To deputise for the Designated Co-ordinator where needed to facilitate, Chair and record Personal Education Plan meetings for 16-18-year-old Children in Care/Care Leaver Employability Assessments within local authority timeframes. Working in partnership with academic and Student Services support teams.
9. Access and complete reports and data inputting on local authority reporting systems.
 - EPEP single sign in
 - Welfare Call
 - Excel Employability Assessment PEP
 - Word PEP documents.
10. To ensure compliance with all relevant audit requirements and to support the collection of data to support the college SAR/QIP/OFSTED and safeguarding monitoring.
11. To meet with Care Experienced students, identify need and liaise with Student Services for Mental Health/Safeguarding/Assessment and Support/IAG/Financial Support.
12. To advocate on behalf of Care Experienced students, advising staff on support services available and, where necessary, action planning reasonable adjustments with the Designated Co-ordinator to support learning outcomes.
13. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
14. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
15. To maintain quality standards appropriate to the post.
16. To conform with the Health and Safety requirements relevant to the post.
17. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

	Knowledge	PSM
1	Health and Social Care NVQ L3 or related qualification.	A/I
2	L2/3 Safeguarding Certificate and experience of safeguarding vulnerable children and adults in an educational setting, Data Protection and GDPR.	A/I
3	L2 IT qualifications or equivalent skills	A/I/T
4	GCSE Maths and English grade A*-C/9-4 or equivalent.	A

	Skills/Abilities – Interpersonal	PSM
5	The ability to work in a non-discriminatory manner	I/T
6	The ability to communicate effectively in a range of styles electronically, written and verbally	A/I/T
7	The ability to support academic staff to understand the needs of Care Experienced students through discussion, prepared written materials and training.	I/T
8	The ability to develop and coordinate a team around each Care Experienced Student with the academic teams, student services, families and external agencies with support.	A/I/T

	Experience	PSM
9	Recent relevant experience of working with and meeting the needs of people 16+ who are Children In Care, Care Leavers, Unaccompanied Asylum Seeker Care Leavers and/or Previously Care Experienced in the areas of Safeguarding, Mental Health, SEND, Behaviour Management and Barriers to Learning.	A/I
10	Planning, co-ordinating and reviewing Personal Education Plans.	I/T
11	Working collaboratively with the college and external agencies to promote individuality and inclusivity of students.	A/T
12	Source and develop a range of resources available to support Children In Care, Care Leavers and Previously Care Experienced students.	A/I

	Work Related Circumstances	PSM
13	The ability and willingness to source and undertake relevant staff development.	A/I
14	Ability to work flexibly and travel to all sites to meet with students when required.	I
15	To attend EHCP meetings for identified students with SEND.	A/I
16	Ability to work in Lincoln and travel to Newark Campus/ASI to meet with students by arrangement.	A/I

	Skills/Abilities - Other	PSM
17	The ability to write reports for CIC meetings with support.	I/T
18	Effective organisational skills with the ability to prioritise, action plan, meet deadlines and manage own calendar.	A/I/T
19	The ability to collate and record information for PEP meetings on a range of external online recording platforms for local authorities.	I/T
20	An understanding of the funding streams and application processes for the Extended Bursary and Learning Support Funding.	I
21	Working knowledge of legislation related to Children In Care	A/I

Prepared By:	Donna Stallard-Taylor (Designated Co-ordinator for Care Experienced Students) /Sam Rees (Head of Student Services)
Date:	September 2024.

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test