



Cared for Learners Coordinator (EL578)

Job Description

Area	: Learner Services
Salary	: £28,282 - £30,881 (per annum)
Hours of Work (Full-time/Part-time)	: 37 hours per week
Line Manager	: Safeguarding and Welfare Team Leader
Responsibility for	Supporting and monitoring a caseload of care experienced young people, and attending Personal Education Plan and Care Planning Meetings with external agencies; Providing support for learners where safeguarding & welfare concerns are raised; Promoting and support the welfare of learners Be an active member of the Be Safe (Safeguarding) Team

Main Purpose of Job:

Supporting learners to achieve and progress by removing the barriers to learning. Enabling vulnerable learners (*those with an identified Social Worker – and in particular, cared for learners, including unaccompanied asylum-seeking children*) and those with mental health and/or welfare support needs to have the same opportunities for success as other learners, providing a supportive link between the learners, the Personal Development Tutors, their curriculum areas and external agencies. Attend a range of meetings including Personal Education Plan meetings and Care Planning meetings (*for Cared for Learners*), Early Help meetings and Team Around the Family meetings.

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

The post-holder will be a member of the Learner Services department and a member of the College Safeguarding Team.

Key Duties and Responsibilities:

1. Improve, monitor and record the educational attainment of learners who are cared for (*including unaccompanied asylum seekers*).

2. Establish excellent relationships and agree working methods with the Virtual School and local authorities.
3. Develop respectful trusting relationships with learners who are cared for, their carers and support agencies.
4. Provide local authorities and the Virtual School with accurate and timely information on the recruitment, enrolment, attendance, retention, progress and progression of cared for learners (including unaccompanied asylum seekers).
5. Assist in the transition and induction of cared for applicants, ensuring their integration to their study programme is effectively supported.
6. Initiate the review process for learners with electronic Personal Education Plans (*ePEPs*), ensuring compliance with statutory timelines, linking in with curriculum staff across the College and external agencies as required.
7. Schedule and chair ePEP reviews, reviewing outcomes as dictated by learners' progress, needs and aspirations.
8. Carry out the role at our Crewe campus but be willing to travel to other locations/campuses as the role requires (infrequently).
9. Be an active member of the College's Be Safe Team and respond appropriately to safeguarding disclosures and concerns (which can include serious concerns) which relate to the welfare and well-being of students in a timely manner.
10. Support other members of the Be Safe Team to respond to disclosures/concerns.
11. Make timely referrals to a range of agencies, including Cheshire East Consultation Service (ChECS), Early Help and Safeguarding Hub, in order to appropriately safeguard and support learners.
12. Complete assessment tools as and when requested to do so by the Local Authority.
13. Produce reports for Personal Education Plan, Early Help, Child in Need and Child Protection meetings.
14. Ensure safeguarding records are accurately maintained, monitored and reviewed.
15. Provide mental health support / mental health first aid to learners with mental health concerns and/or support needs (including those with serious concerns).
16. Access the college systems for learner information and regularly check for updates.
17. Ensure all documentation is to the advised format and quality and that records are maintained in accordance with GDPR requirements.
18. Support the delivery and development of a range of events, strategies and training programmes to increase understanding of the areas of mental health across the College.
19. Work in a Trauma Informed way to best support learners.
20. Attend team meetings as required and other college activities such as open evenings.
21. Manage own calendar to ensure effective time management.
22. Support and reinforce all cross-college policies.

Generic Duties and Responsibilities:

23. Promote a culture of innovation, excellence and equality.
24. Reflect the vision, mission and values of the College.
25. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
26. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
27. To actively contribute to the risk management of the College.
28. To positively promote and implement the College's strategies on equality, diversity, inclusion and safeguarding.
29. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
30. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
31. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

Cared for Learners Coordinator (EL578)

Person Specification



Cheshire College
South & West

Assessment Method					
Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications					
<u>Essential</u>					
• GCSE Grade C (4/5) in English and Maths or equivalent	✓			✓	
• Evidence of relevant continuous professional development that includes mental health	✓		✓		
• Level 3 Safeguarding qualification (<i>or willingness to achieve</i>)	✓		✓	✓	
<u>Desirable</u>					
• Level 4 or equivalent qualification	✓			✓	
• Qualification in mental health	✓			✓	
Skills and Experience					
<u>Essential</u>					
• Experience of working in a supportive environment	✓		✓		
• Experience of working with young people and / or vulnerable adults with safeguarding and / or welfare concerns	✓	✓	✓		
• Experience of working and communicating effectively with people with mental health support needs	✓	✓	✓		✓
• Ability to work with empathy and sensitivity whilst maintaining own emotional resilience	✓	✓	✓		
• Ability to develop relationships with learners, staff and parent/carers	✓		✓		✓
• Ability to develop and maintain professional relationships with external agencies	✓		✓		
• Excellent and recent working knowledge of Safeguarding procedures, policy and practice	✓	✓	✓		
• Ability to keep matters confidential and refer to external services when appropriate	✓	✓	✓		
• Ability to work effectively with a wider staff team	✓		✓		✓
• Ability to carry out administrative duties effectively	✓		✓		
• Ability to produce accurate reports for external agencies in a timely manner	✓		✓		

• Understanding of equality, diversity and inclusion in working and learning environments	✓		✓			
• Ability to promote learning and opportunity for all	✓		✓			
• Excellent digital literacy skills	✓		✓			
<u>Desirable</u>						
• Experience of working in a mentoring/counselling capacity	✓		✓			
• Experience of liaising with external mental health support services	✓		✓			
• Experience of making external safeguarding referrals	✓		✓			
Personal Attributes						
<u>Essential</u>						
• Excellent interpersonal and communication skills	✓		✓			✓
• Excellent organisational skills	✓		✓			✓
• Excellent team-working skills	✓		✓			✓
• Effective influencing skills	✓		✓			
• Ability to communicate effectively	✓		✓			✓
• Ability to prioritise, work under pressure and to meet deadlines	✓		✓			
• Ability to use own initiative and work with minimum supervision	✓		✓			
• Flexibility to work across different locations (infrequently)	✓		✓			
Other requirements for employment/engagement						
<u>Essential</u>						
• Enhanced DBS check						