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| **Job Title:** Pastoral and Engagement Coordinator (Care Experienced)  **Reporting to:**  Team Manager- Student Experience  **Base**: The Roundhouse |
| **Hours:** 37 hours per week, 52 weeks a year  **Contract Type:** Support – **fixed term 1 year**  **Holidays:** 20 days per year subject to service increases (5 days increase after 5 years); plus 6 college closure days per year where applicable and 8 statutory days  **Salary:** £28,000 per annum |
| **Job Purpose**  To support and engage with looked after young people (children and young people in care) to improve their well-being, personal development, and opportunities. The role focuses on empowering young people to overcome barriers, develop their potential, and engage positively with education**.** |
| **Key Responsibilities**  **1. Support and Advocacy:**  •Act as the primary point of contact for LAYP, building trusting relationships to promote their well-being.  •Liaise with social workers, foster carers, and Virtual Schools to coordinate support.  •Advocate for LAYP during multi-agency meetings, ensuring their voice is heard and their needs are met.  •Support the transition of LAYP between schools and college, providing tailored interventions.  •Develop and implement personalised support plans in collaboration with students, carers, and external professionals.  •Provide one-to-one and group-based support tailored to individual circumstances.  •Act as a positive role model and advocate for young people  **2. Monitoring and Intervention:**  •Monitor academic progress, attendance, and well-being, identifying barriers to success.  •Develop, implement, and review Personal Education Plans (PEPs) in collaboration with key stakeholders.  •Provide one-to-one mentoring, pastoral care, and emotional support as needed.  •Coordinate additional academic support or enrichment opportunities for LAYP.  •Ensure that an enhanced level of transitional support is given to Looked After Children. This to include home visits, as necessary, to establish relationships, help with applications and enrolment; help with accessing 16-19 bursary and attendance improvement for those enrolled.  **3. Safeguarding and Compliance:**  •Ensure compliance with safeguarding policies and procedures, maintaining accurate and confidential records.  •Identify and respond promptly to safeguarding concerns in line with child protection protocols.  •Keep up to date with legislation and policies regarding LAYP  **4. Training and Awareness:**  •Provide training and advice to staff on the needs of LAYP and strategies to support them.  •Promote awareness of the challenges faced by LAYP, fostering an inclusive college culture.  5**. Multi-Agency Collaboration:**  •Work collaboratively with external agencies, including local authorities, CAMHS, and education providers.  •Attend and contribute to LAYC reviews, Child Protection Conferences, and other relevant meetings.  You will proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. |
| **Person Specification** |
| **Competencies**  **Essential**   * Strong interpersonal skills, with the ability to build positive relationships. * Excellent organizational skills and the ability to prioritize tasks effectively. * Strong written and verbal communication skills, including report writing. * Ability to handle sensitive information with discretion and maintain confidentiality. * Empathy, resilience, and the ability to remain calm under pressure. |
| **Knowledge & Experience**  **Essential**   * Proven experience working with LAYP or vulnerable young people in a school, college or community setting. * Knowledge of safeguarding, child protection, and legislation relating to LAYP. * Experience of supporting students with distressed behaviours * Knowledge of safeguarding, child protection, and legislation. * Health and Safety |
| **Qualifications**  **Essential**   * Level 2 maths * Level 2 English   **Desirable**   * Relevant qualification in social work, education, or youth work * Customer service qualification * Information, Advice and Guidance * Level 3 Award in teaching * Level 2 IT qualification |