



Child Looked After Manager

Contract Type	37 hours/42 weeks	Start Date	As soon as possible
Contract Term	Fixed term for one year in the first instance.	Closing Date	28 April 2024
Salary	Grade 5 £27,803 to £30,296 FTE	Location	Lees Hall Road, Sheffield, S8 9JP
Actual Salary	£25,753 to £28,063 with under 5 years' service		

The School

Newfield School is a successful 11-16 comprehensive school that sits at the heart of the locality we serve. We have a diverse community and have an excellent reputation across the city. Ofsted have rated us a good school and we continue to work hard to be truly exceptional. We work hard on behalf of our students and families and often go 'above and beyond' through our dedication and commitment to providing a safe and happy learning environment.

We believe that Achievement Leads to Opportunity and Choice and this is underpinned by our values:

- We are high performing because we are curious and have a thirst for knowledge.
- We are considerate and value our community.
- We succeed through commitment and relentless ambition.

In the classroom we follow Rosenshine's Principles and Teach Like A Champion to guide our pedagogy. We explicitly teach knowledge, interleaving retrieval through our curriculum schema. We therefore look for teachers who are skilled in engaging students through their passion for their subject.

The Role

Newfield School is seeking to appoint a highly motivated and experienced Child Looked After (CLA) Manager starting as soon as possible. As a strong and effective advocate for children who are looked after and care experienced, the Child Looked After Manager will be the trusted and emotionally available adult for all children that are looked after in the school. As a key contact for all professionals working with children that are looked after, the Child Looked After Manager will liaise with internal and external stakeholders and will be responsible for the end-to-end support of the PEP process.

The Candidate

You will have experience of being part of a wider team of trusted emotionally available adults for care experienced children and children with a social worker. Working



collaboratively with staff in school and outside agencies you will support the academic progress and emotional wellbeing of looked after children.

The successful candidate will provide academic tutoring and mentoring as part of the role and will have experience of supporting students in the classroom on a 1:1 basis. The Child Looked After Manager will have experience of secondary education and working under a teacher's direction.

As a key contact in school for professionals who are working with children that are looked after the role will have experience in planning appropriate transition support for CLA children coming to Newfield School or moving onto other provisions.

The successful candidate will have a good understanding of SEND needs and how to support young people with identified needs. You will be able to support the SENDCO and provide information during annual reviews, EHCP requests and extended support plans.

The Child Looked After Manager will have experience of trauma informed practice or have relevant experience in working with children who have experienced trauma. You will be able to provide key worker sessions on an ad hoc basis as well as regular weekly/monthly/termly sessions to all children that are looked after.

You will have relevant experience supporting the attendance team and provide outreach support to children who are looked after and their carers. You will have experience of conducting weekly visits to alternative provisions where any child who is looked after attends. If there is capacity to do so, you will also support the inclusion team to visit AP providers where care experienced and children with a social worker attend.

We are looking for someone who would be to provide 'keeping in touch' contact with children that are looked after during school holidays and extended periods of absence from school. This could be daily/weekly/fortnightly contact. The aim would be to provide ongoing support and relationship building to children that may otherwise struggle with these non-school contact times.

The successful candidate will support the Designated Teacher (DT) by attending all the PEP meetings and support the extended role of the DT by attending any planning meetings for children who are care experienced. You will support the DT in collating information for the PEP meeting and support the DT to complete the PEP document putting into action any professional actions and targets.



JOB DESCRIPTION

Post Title:	Child Looked After Manager *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	5
Hours/Weeks:	37 hours per week/42 Weeks per year
Responsible to:	Designated Safeguarding Lead
Responsible for:	N/A

PURPOSE OF THE POST

To work under the guidance of teaching/senior staff and within an agreed system of supervision to:

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

KEY RESPONSIBILITIES

Support for Students

- Use specialist (curricular/learning) skills/training/experience to support students
- Assist with the development and implementation of Individual Education Plans.
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities



- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Undertake assessments of students to ensure that appropriate provision is being made

Support for the Teacher

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records on intervention groups and individuals supported, contributing to reviews of systems/records as requested
- Undertake marking of students' work and accurately record achievement/progress
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources



Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of students' out of school hours learning activities
- Supervise students on visits, trips and out of school activities as required
- 11. Any other related duties as they may arise.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- The post may be required to travel and work within any school in the Mercia Learning Trust

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.



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- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Issue Date: March 2024



PERSON SPECIFICATION

Post Title:	Child Looked After Manager
Salary:	Grade 5
Responsible to:	Designated Safeguarding Lead
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>GCSE Grade C in English and Maths</p> <p>NVQ3 for Teaching Assistants or equivalent qualification or experience</p>	
Skills and Knowledge	<p>Knowledge and understanding of the National Curriculum as appropriate to the age of the child being supported</p> <p>Has an awareness of pupils with special educational needs</p> <p>Can plan, implement and evaluate learning activities</p> <p>Understanding principles of child development and learning processes</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities Interview</p>	<p>2 years' experience of working with children in an educational setting</p>



	<p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities</p> <p>Has sound speaking and listening skills to extend language in discussion</p> <p>Can maintain trust and confidentiality where appropriate</p>	
Experience	<p>Has experience of Pupil assessment</p> <p>Can manage the behaviour of pupils in a reasonable manner</p> <p>Experience of working with young people and children, including those with Special Educational Needs</p> <p>Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources</p> <p>Can complete and maintain pupil records</p>	
Personal Qualities	<p>Flexible</p> <p>Honest and reliable</p> <p>Calm under pressure</p> <p>Patient</p> <p>Empathetic with young people</p> <p>Team player</p> <p>High personal and professional standards</p>	



HOW TO APPLY

All candidates must complete the following application process.

- All applicants must submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or Council Forms.

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via this link will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 255 7331 or enquiries@newfield.sheffield.sch.uk
- For more information about the application process, please email recruitment@merciatrust.co.uk.

The closing date for applications is **Sunday 28 April 2024**

Interviews are expected to take place week commencing **6 May**

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation,



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political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.