



ATHENA
LEARNING TRUST

SEND Key Worker

Applicant Pack

Closing date:

18/09/2026

Interview date:

24/09/2026



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:
School Base:
Closing Date:
Interview Date:
Vacancy Start Date:
Contract Type:
Salary:

SEND Key Worker
Camborne Science and International Academy
18/09/2026
24/09/2026
ASAP
Permanet, Term Time, 29.17 hrs Weekly, 39 weeks annually
£25,947.47 Annual FTE

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Flexibility

flexible working to promote work-life balance where possible

Support

valuing our employee time and impact by investing it well and providing wrap around support

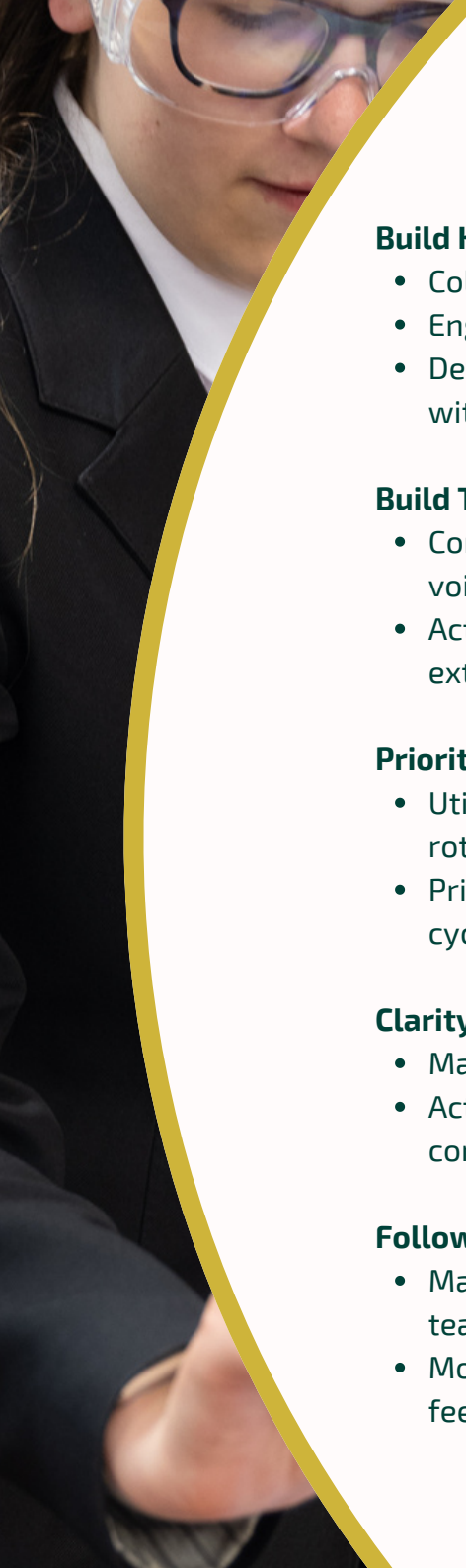


Role Summary

As SEND Key Worker, you will play a pivotal role in ensuring our students receive a world-class education. You will take a pro-active role in the support of the educational, developmental and social needs of a group of students, working closely with SENCOs, SEND Support Officers, teachers, school staff, and parents to ensure that all students receive the support and guidance they need to succeed and go on to lead great lives

Key Routines

- **Daily:** Morning check-ins, calls, lesson support (circulation and checking for independence), checking emails, liaising with SEND Support Officers, feeding back to staff, and holding responsibility conversations.
- **Weekly:** Providing feedback to the SEND team, emailing agenda items for meetings, preparing for and attending weekly SEND team CPD, and utilizing scheduled PPA time for student and parent engagement.
- **Half-Termly:** Joining SEND & Pastoral meetings, engaging with 1:1 line management, and attending Deep Learning Days.
- **Annually:** Supporting EHCP reviews and meeting parents during consultation days.



What you will be doing

Build Knowledge

- Collaborate effectively with staff to share knowledge and best practice.
- Engage actively in staff and SEND team CPD to support professional growth.
- Develop a deep understanding of each student's individual needs, including their specific targets, outcomes, and progress within the APDR cycle.

Build Trust

- Communicate positive stories and encouragement regularly with parents and carers. Ensure that student and home voices are accurately captured and reflected in pupil passports and meeting documentation.
- Act as a professional representative of the school's vision and values when working in partnership with families and external agencies.

Prioritization

- Utilise scheduled PPA time effectively for student and parent engagement, ensuring all key students are seen within a rotation each half term.
- Prioritise high-impact actions that maximise support for the most vulnerable students while strictly adhering to the APDR cycle.

Clarity and Energy

- Maintain high expectations for all students, matched with high support when necessary.
- Act as a leader in lessons and around the school, providing a warm and welcoming presence by "connecting before correcting" and using preemptive strategies to support a positive learning environment.

Follow Up

- Maintain accountability by completing attendance calls for targeted students and feeding back takeaways to relevant teams.
- Monitor and track student progress accurately using the APDR completion tracker, and provide timely, actionable feedback to teachers and SEND support officers regarding student understanding or concerns.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

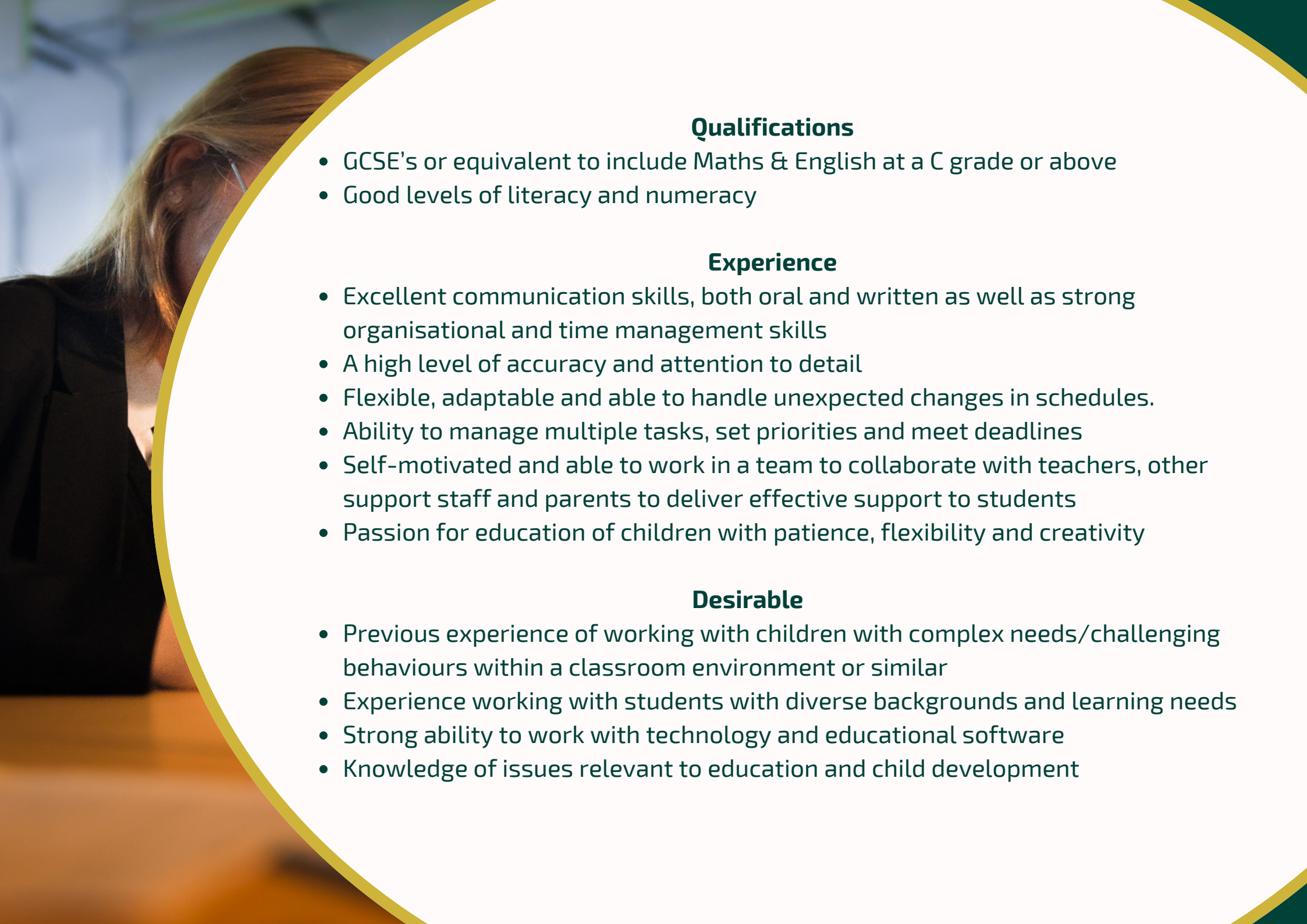
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- Good levels of literacy and numeracy

Experience

- Excellent communication skills, both oral and written as well as strong organisational and time management skills
- A high level of accuracy and attention to detail
- Flexible, adaptable and able to handle unexpected changes in schedules.
- Ability to manage multiple tasks, set priorities and meet deadlines
- Self-motivated and able to work in a team to collaborate with teachers, other support staff and parents to deliver effective support to students
- Passion for education of children with patience, flexibility and creativity

Desirable

- Previous experience of working with children with complex needs/challenging behaviours within a classroom environment or similar
- Experience working with students with diverse backgrounds and learning needs
- Strong ability to work with technology and educational software
- Knowledge of issues relevant to education and child development

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference
in a rewarding and meaningful
career in education.