

JOB DESCRIPTION



KEYWORKER (CHILDREN'S RESIDENTIAL)

Responsible to: Residential Education Provision (REP) Manager

Main purpose: To have responsibility for and work to promote all aspects of personal development and individual progress for either a group of key students in both formal and informal learning environments during the school day and residential hours.

Duties and responsibilities:

- To keywork a small number of students working within the Keywork Practice Guidelines and to deliver high quality care and provision for students in accordance with the departmental objectives, and improvement plan priorities, keeping them at the centre and advocating their goals and aspirations.
- To ensure that communication with students, staff, and other departments is effective and contributes to securing efficiency and high standards of care and personal development for students within a learning and residential environment.
- To lead and coordinate the personalised programme for each key student.
- To support students within the learning environments in order to promote named student's intellectual, physical, social, emotional and spiritual development. This will include supporting key students in the education provision in lessons, lunch times and personal care.
- To provide direct work in the residential provision with each key student in order to ensure that their learning, social development and other individual needs are fully met. To understand and support the delivery of a 24-hour curriculum to students.
- To promote a caring environment ensuring the health, wellbeing and safety of the student is paramount and provide a high standard of intimate personal care and administration of medication (following completion of relevant training) including mealtime assistance. The role will include a substantial amount of moving and handling and moving and handling procedures have to be adhered to at all times in accordance with training provided.
- To be aware of and implement students' care plans and to assist the students' in the development of their independence outcomes within the individualised programme.
- To liaise with the Head of Teaching & Learning and Head of Safeguarding in order to develop a specific behavioural plan to positively contribute to key students welfare.
- To attend all meetings about key students where required and to complete all relevant records and reports. This will include Annual Reviews, target setting and liaison with external agencies.

- To run small group activities both on and off site, that will enable students to development their independence, communication and life skills.
- To participate in the duty rota and run a shift plan overseen by the REP Manager/Duty Manager.
- To appropriately use the recording and reporting processes whenever appropriate.
- Maintain high standards of safety and observe good practice in relation to health and safety and safeguarding in all issues and report any concerns to line management a Designated Safeguarding Lead (DSL).
- To demonstrate a commitment to learning, through completion of induction within 6 months of starting employment (probationary period) and participation in continuous professional development to include regular reflective practice and participation in supervision as frequently as required for the role.
- To complete a Level 3 Diploma in Residential Childcare if not already achieved. This will include some study outside working hours.
- To proactively observe and comply with all school policies and procedures including those relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- To be aware of and integrate in own practice the principles of Keeping Children Safe in Education.
- To maintain a flexible "can do" approach.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against the DBS.

PERSON SPECIFICATION



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The following outlines the criteria for this post.
Applicants should describe in their application how they meet the criteria.

Requirement : Essential (E) / Desirable (D)

Qualifications/Experience:

- Level 3 Diploma in Residential Childcare or must be prepared to complete it within 18 months after probation. (E)
- Good general education (GCSE (or equivalent) Grade 4/C or above in English and/or Maths). (E)
- Basic computer skills. (E)
- Experience in a care setting. (E)
- Knowledge of safeguarding and child protection including Keeping Children Safe in Education (Statutory Guidance). (E)
- Knowledge of special educational needs, disabilities, physical, health and social/emotional needs. (D)
- Experience of working in an educational setting supporting students. (D)
- Full driving licence and able to undertake minibuss driving. (D)

Skills/Knowledge:

- Good written and verbal communication skills along with, excellent organisational, time management and planning skills. (E)
- Have a genuine desire to improve the progress of the young people with disabilities and of the student in particular. (E)
- Able to assess and make a good judgement about the most reasonable responses to behavioural challenges and able to deal with challenging situations in a calm manner. (E)
- Ability to adopt an authoritative style and able to work effectively in a multi-disciplinary setting. Ability to support students' learning. (E)
- Physically fit to move and handle disabled children. (E)
- Able to undertake shift work including working occasional weekends (E)
- Knowledge of behavioural management theories desirable. (D)
- Demonstrates knowledge of the multidisciplinary needs of students and how these can meet the individual needs of each student. (D)