

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 develop 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.