

JOB DESCRIPTION

Post Title: Key Worker

Disc Level: Enhanced

Managed by: Adapted Provision Manager

Responsible to: AHT – Safeguarding

All employees must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.

All employees must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The duties outlined within this job description may be modified by the Headteacher in consultation with the post holder to reflect or anticipate changes in the job, commensurate with the salary and job title. The post-holder will be assessed against the relevant standards above.

This post is subject to the schools Performance Management Policy, Quality Assurance Policy and Health & Safety Policy along with all other school policies outlined in the School's Handbook.

General.

All employees must make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. They must act with honesty and integrity, be self-critical; forge positive professional relationships; and work with parents and teachers in the best interests of pupils.

PERSONAL AND PROFESSIONAL CONDUCT

All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

1. Maintain high standards of ethics and behaviour, within and outside school, by:

- Treating others with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

2. Set high expectations which inspire, motivate and challenge pupils

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

3. Make accurate and productive use of SIMS

- know and understand how to access relevant information for the post in which you operate.

4. Assist in managing behaviour effectively to ensure a good and safe learning environment

- Operate within the rules and routines for behaviour in the school, and take responsibility for promoting good and courteous behaviour both in and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

5. Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school
 - develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
 - Manage use of time effectively
 - communicate effectively with parents with regard to pupils' achievements and well-being.
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Support staff leaders will also;

- Contributing significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Having an extensive knowledge and understanding of how to use and adapt a range of strategies, including providing opportunities for all staff to achieve their potential.
- Having an extensive knowledge and well-informed understanding of the areas for which they have responsibility.
- Having up-to-date knowledge and understanding of wider impact of their work.

- Having sufficient depth of knowledge and experience to be able to give advice on the development and well-being of staff.
- Be flexible, creative and adept at solving problems within their areas of responsibility and developing the effectiveness of the team.
- Promoting collaboration and working effectively as a team member.
- Contributing to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Responsible for:

Specific Duties and Responsibilities

This job description is not a comprehensive definition of the post; duties may vary within this framework in line with its general character and level of responsibility entailed.

1. Key Purpose of Job

1.1 To support the Adapted Provision Manager in working with individuals and groups of children who are currently not able to access the mainstream curriculum. To plan and deliver aspects of an alternative curriculum for a time limited programme with a view to reintegrate students into the mainstream curriculum.

2. Anticipated Outcomes of Post

2.1 To make effective use of planned activities to deliver social and emotional programmes for children.

2.2 Through the development of positive relationships and mentoring to support students in their ability to understand and develop in practice school values with a view to reintegration with the mainstream school.

2.3 To reduce exclusions

2.4 To improve the academic outcomes for children with significant barriers to learning.

2.5 To support parents in understanding and addressing barriers to their son's learning.

3. Key Duties

3.1 To support children through the development of positive relationships, pastoral support, and the promotion of self esteem

3.2 To carry out observations and assessments as required in order to monitor pupil's progress.

3.3 To engage in planned activities with individual pupils and small groups to develop and promote positive emotional health and well-being.

3.4 To have due regard for safeguarding and promoting the welfare of children. To follow child protection and other related policies and good practice procedures.

3.5 To work closely with all professionals involved in providing advice, training and by attending monitoring and review meetings as required

3.6 To provide advice for parents/carers on an individual basis

3.7 To reports to the manager, headteacher and governors as required providing monitoring information and feedback in respect of the work undertaken.

3.8 To provide information and reports in support of multi-agency meetings as required and promote the development of positive interagency working

3.9 To support children within the adapted provision base as required in negotiation with line manager.

3.10 To work with and alongside other professionals to ensure that an appropriate alternative curriculum is delivered to a high standard.

Signed by employee:_____

Print Name:_____

Signed on behalf of school:_____

Print Name:_____