

## Keyworker – Job Description

<b><u>Job Title:</u></b>	Keyworker	<b><u>Position:</u></b>	Working 40 weeks per year (term time + training days + 1 week during August) 37.5 hours per week
<b><u>Appointed by:</u></b>	Senior Management Team	<b><u>Salary Range</u></b>	£14,459.86 - £19,844.11
<b><u>Reports to:</u></b>	Principal Deputy Headteacher School Business Manager Head of Therapy	<b><u>Type of Contract:</u></b>	Permanent

### **Purpose of the Job**

To manage and teach pupils within PHS and to carry out such other associated and responsibility duties as are reasonably assigned by the Senior Management Team.

### **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the attached contract within the range of duties set out in that document. The post is subject to the agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

### **Particular Responsibilities**

- to be mindful at all times that pupils at PHS are kept safe from any form of harm;
- to follow the instructions given by the appropriate senior staff member as regards any learning programmes in place for any allocated pupil for the stated minimum percentage of time;
- to maintain discipline in accordance with the rules, behaviour and disciplinary systems of PHS;
- to contribute to meetings and discussions necessary to enhance the work of PHS as a whole;
- to promote equal opportunities within PHS and to seek to ensure the implementation of PHS's equal opportunities policy.
- to maintain the security and well being of all pupils at all times;
- to at all times adhere to, and ensure, wherever possible and practical, adherence to the policies and procedures of PHS.

## Key Tasks

- to monitor the safety of allocated pupil(s) at all times;
- to report any incidents regarding allocated pupil(s) safety;
- to provide a written report, on the appropriate form, of any incident regarding any allocated pupil's safety;
- to be familiar with all aspects of the allocated pupil (s);
- to liaise closely with the appropriate senior staff member, and other staff, regarding all aspects of the allocated pupil(s);
- to be familiar with other pupils at PHS, to ensure a coherent and consistent approach to them;
- to familiarise, and follow, any behaviour plans in place for the allocated pupil(s);
- to familiarise, and follow, any behaviour plans in place for other pupils at PHS;
- to provide a written record, as instructed by the appropriate senior staff member, details required by any behaviour plans in place;
- to follow the instructions given by the appropriate senior staff member as regards any learning programmes in place for the allocated pupil(s) for 90% of the time the pupil(s) is/are in school;
- to meet daily with the appropriate senior staff member for allocated pupil(s) to ensure clarity regarding the planned daily tasks;
- to ensure that resources are in place for any activities to be undertaken the following day;
- to deliver, at the appropriate level, learning programmes as instructed by the appropriate senior staff member;
- to record, as instructed by the appropriate senior staff member, the academic, social, behavioural and emotional progress of pupils;
- to supervise pupils, as instructed, during lunch and break times on a rota basis;
- to be actively involved with the pupils during 'club time' as instructed by the appropriate senior staff member;
- to liaise with parents by completing, as instructed by the appropriate senior staff member, the allocated pupil's home/school book;
- to initiate meetings, when applicable, regarding any concerns over any pupil at PHS;
- to prepare for, attend and actively participate in meetings as instructed by the appropriate senior staff member;
- to act as an advocate, when requested, for the allocated pupil at any meeting concerning them;
- to acquire, retain and present any appropriate evidence at any meeting regarding pupils at PHS;
- to communicate as early as possible, but in any case, no later than 8.00 am, to the appropriate manager in the event of any absence;
- The post-holder will be required to undertake relevant personal development to keep abreast of developments that could affect the allocated pupil(s);
- to keep up to date with developments in all aspects of the curriculum of the allocated pupil(s);
- to continuously develop knowledge of autistic spectrum disorders including the effect upon individuals and families;
- to be familiar with all current policies and procedures in place at PHS;
- to actively participate in staff meetings;
- to represent PHS at relevant meetings where requested;
- to undertake additional tasks as reasonably directed by the Senior Management Team.