

Parkwood Hall School
Job Description –Extended Services Key Worker
(Residential Education)

Name:

Responsible to : Activities & Extended Services Leader (Residential Education)

Responsible for : Residential Education Assistants (Activity Support)
Play Workers (Short Break/Respite Care)

Key Tasks:

- To take a key supporting role in the provision of Short Break/Respite Care (Treetops).
- To support in the promotion of Short Break/Respite Care provision in particular and Parkwood Hall School as a whole.
- To be an active member of the group of Key workers.
- To support and develop the waking day educational environment for students, to include extending their curriculum skills, social skills, life and independent skills and personal development.
- To provide a safe environment, emotionally and physically, for the students within the guidelines and procedures of Parkwood Hall Cooperative Academy, which will require the need to monitor the behaviours of others.

MISSION STATEMENT

' Parkwood Hall School aims to provide a caring and safe environment with a specialised and holistic approach to education, allowing each individual to reach their maximum potential and to prepare them for life outside school.'

SPECIFIC RESPONSIBILITIES

- To work with the AESL in collaboration with the Residential Cluster Leads to ensure that the aims and objectives of the Short Break/Respite Care service is aligned with the school's philosophy and practice.

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- To take a lead in the implementation of the planned activities for Treetops
- To foster a sound multi-disciplinary approach through good communication both internally and externally.
- To have a sound knowledge of Parkwood Hall Co-operative Academy's safeguarding policy and procedure. To be aware of the signs and symptoms of abuse and report any suspicions including malpractice.
- To be a good role model setting an example to the students.
- To provide a safe environment: emotionally and physically which will require the need to monitor the behaviour of others.
- To promote those activities that meet the needs of the young people at Parkwood Hall Co-operative Academy.
- To take a full part in supervision sessions and performance management reviews.
- To facilitate and support the students' health and medical needs to include dietary requirements.
- To work with colleagues on the development of the physical resources in the residential education provision and short breaks provision to provide a stimulating environment for the student.
- To be involved in rota duties, e.g. sleeping in and school visits as required by the Principal, Deputy Principal or Assistant Principal (residential education).
- To actively encourage, support and develop students' individual social, life and independence skills as part of the extended curriculum at the school as set out in the residential education policy.
- To maintain effective records for the students within your care.
- To have a sound knowledge of national, local and school based safeguarding policy and procedure. To be aware of the signs and symptoms of abuse and report any suspicions including malpractice.
- To have knowledge of and apply current, relevant legislation and best practice and adhere to the General Social Care Council's Code of Practice,

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National Minimum Standards for Residential Special Schools and school policies.

- To lead and take part in supervision sessions.
- To foster a sound multi-disciplinary approach through good communication both internally and externally.

GENERAL RESPONSIBILITIES

- To ensure that items of concern relating to Health and Safety are reported as per the current procedures and policies.
- To maintain confidentiality in all aspects of Parkwood Hall School. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.
- To co-operate with all Parkwood Hall School staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal, Deputy Principal or Cluster Leads (Residential Education).

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

SignedPostholder

SignedPrincipal

Date

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COMPETENCIES

To be able to work flexible hours as required by the activity and respite programmes within the contractual framework of 36 hours per week 52 weeks per year

To have a sound knowledge of children's rights and to be able to advocate for the students if necessary.

To have an understanding of and the ability to foster positive relationships with children with special needs in order to support individual students and enhance their learning and social development.

To be able to lead a team and to develop the role of the staff involved in the Short Break/Respite Care and Activity programmes displaying flexibility, enthusiasm and a positive caring attitude.

To work within and maintain an anti-discriminatory framework.

To have a knowledge and understanding of whole school policies, procedures and standards and to be willing and able to implement them in a consistent manner.

To demonstrate effective communication skills in written and oral form.

To competently carry out instructions and procedures as directed by the Deputy Principal or other involved professionals.

To take a lead on the development and implementation of suitable record keeping system for Short Break/Respite Care and Activity programmes .

To lead on the development and implementation of specific individual student learning and behaviour management strategies (e.g. TEACCH)

To have developed appropriate ICT skills.

To contribute to staff meetings, parent days and annual reviews as required.

To participate in school-based INSET or other external training courses as relevant.

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To be actively involved in the whole school appraisal system.

To hold a relevant qualification at the level of NVQ 3

Person Specification

Qualities, Knowledge and Experience

Essential Criteria

The post holder must

- hold a qualification to NVQ Level 3 or equivalent in Teaching and Learning, Health and Social Care or another relevant area.
- have an ability to establish and maintain constructive working relationships at all levels.
- be able to manage and motivate staff, including skills in relation to delegation, training, target setting and performance management.
- be an active team member able to work alongside others but also able to work alone and self motivate.
- have experience of working with children or young people.
- be computer literate.
- have some administrative skills, including the ability to be well organised, to prioritise tasks and to meet deadlines.
- be able to evidence an ability to work creatively and take a positive approach to problem solving.

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Desirable Criteria

It is an advantage for the post holder to

- have experience of special needs education.
- have experience of leading a team.
- exhibit knowledge of short breaks/respice care.
- have proven experience of engaging with stakeholders.
- have experience of activity programmes such as holiday clubs, after school clubs etc.
- be able to evidence experience of marketing or promotion of a public service or an educational body.

Professional development is available to all staff for the continuation of expert knowledge in work related fields.