

Parkwood Hall Co-operative Academy

Job Description – Key Worker (Residential Education)

Name:

Responsible to : Senior Team Leader (Residential Education) on unit

Responsible for : N/A

Key Tasks:

- 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 Co-operative Academy.

MISSION STATEMENT

' Parkwood Hall Co-operative Academy 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 foster a sound multi-disciplinary approach through good communication both internally and externally.
- To facilitate and support the students' health and medical needs to include dietary requirements.
- To maintain a caseload and to act as a personal tutor: formulating, implementing and evaluating residential education planning. Compiling reports and contributing to review meetings.
- 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 to provide a stimulating environment for the student.
- To be involved in rota duties, eg sleeping in and school visits as required by the Principal, Deputy Principal or Assistant Principal (residential education).

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- 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.

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 Co-operative Academy. 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 Co-operative Academy 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 Head of Residential Education/Assistant Principal.

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 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 enhance their learning and social development.

To be able to work as a member of a team and have a good understanding of the role of a Key Worker, working under the direction of the Team Leaders and Senior Team Leaders, displaying flexibility, enthusiasm and a positive caring attitude.

To work within and maintain an anti-discriminatory framework.

To make a positive contribution to residential education practice.

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, or show an ability to develop effective communication skills in written or oral form.

To competently carry out instructions and procedures as directed by Senior Team Leaders and Team Leaders.

To have the ability to initiate and create suitable resource materials for use with the students.

To be actively involved in the implementation of speech and language programmes and occupational therapy under the direction of the speech and language and occupational therapists.

To contribute to the residential education record keeping system under the direction of the Senior Team Leaders.

To play an active role in the implementation of specific individual student learning and behaviour management strategies (e.g. TEACCH)

To have developed or have the capacity to develop basic ICT skills in order to effectively support the students.

To have an awareness of the content of Team Leaders' and Senior Team Leaders' weekly plans and the Key Workers' role in delivering these plans.

To play an active part in staff meetings, parent days and annual reviews as required.

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

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 be actively involved in the whole school appraisal system.

To hold a relevant qualification at the level of NVQ3 or be prepared to work towards acquiring one.