

Job Description

Job title: Key Worker

Main purpose of the job:

To support the learning, wellbeing and personal development of students with special educational needs, acting as a consistent key adult to help remove barriers to education and promote successful inclusion.

Department: SEND

Location: Plume Academy

Position reports to: SENDCo

Position is responsible for: N/A

Length of contract: Fixed term until 21 July 2027. Term Time Only (38 Weeks), 30 hours per week 8.30am – 3.10pm Monday to Friday

Salary: Support Staff Pay Scale, Band 2 (Point 11-14). Actual starting salary £15,971

Key Responsibilities and Accountabilities

Main Duties:

As directed by the Line Manager:

- support and assist the students in accordance with their timetable whilst in school
- help the student learn effectively on their own and in a group and develop the students' self-esteem, encourage independence and self-reliance
- establish good working relationships with students
- encourage the acceptance and integration of students with special educational needs
- to support students with physical disabilities where required
- to support students at college and work experience placements as necessary

- to assist with escorting students on educational visits both local & international travel if requested
- to provide targeted mentoring, coaching and support to identified students, both individually and in groups, to promote learning, wellbeing, independence and engagement
- to contribute to positive home school communication regarding the progress and wellbeing of identified students, where appropriate
- act as a key adult for identified students, supporting successful attendance, engagement, wellbeing and inclusion

Supporting Students and Teaching Staff

- support high quality teaching and the successful inclusion of identified students
- assist in the development of a suitable programme of support

- work with teaching staff to monitor, record and celebrate student progress
- maintain appropriate code of practice paperwork
- participate in the evaluation and review of individual education and support plans
- to lead and work with small groups of students within lessons with direction from the teaching staff

Supporting the academy

- liaise and consult with other professionals supporting students
- attend relevant in-service training sessions and faculty meetings
- to follow and uphold academy policies
- it may be a requirement at times for the post-holder to take responsibility for a class of students at the changeover period between lessons

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to level 2 GCSE with minimum Maths and English Grade C [or grade 4]	✓	
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages		
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of successfully managing whole academy issues and initiatives	✓	
Experience of managing staff and students to resolve conflict	✓	
Experience of responsibility in a pastoral area		✓
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates initiative, professionalism and the ability to work effectively as part of a team	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	

Date of next review: Annually in line with the PMR process.