

# Job Description Whitley Academy



**Job Title: Inclusion Keyworker**

**Grade: 5**

**Line Manager: Inclusion**

**Location: Whitley Academy**

## Job Purpose:

To work under the direction and supervision of the Curriculum Leader for Inclusion to support individual students and groups of students as directed to remove barriers to learning, enable good progress and create/maintain positive family relations.

## Duties and Responsibilities:

- Undertake appropriate planning, preparation, tracking and delivery of programmes for individuals and groups. This would include short term reintegration programmes.
- Assess the development, progress and attainment of students in the above courses.
- Report on the development, progress and attainment of students to the responsible teacher and Inclusion Co-ordinator as appropriate.
- Work with individual students/small groups of students who have become disaffected and support them by removing barriers to achievement.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## Job responsibilities and tasks will include:

- Work with teachers on lesson planning, evaluating and adjusting lessons/work plans for individuals and/or groups as appropriate.
- Liaise with Curriculum Leaders and subject teachers to deliver programmes of learning to hard to reach students and those working in our Inclusion unit, specifically KS3 students.
- Provide objective and accurate feedback and reports to teachers, as required, on student achievement, progress and other matters.
- Utilise ICT in learning activities and develop students' competence and independence in its use.
- Assist with the supervision of students outside of lesson times, including before and after school and during lunchtime.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings as required.

- To support Inclusion Co-ordinator as directed to ensure day to day tasks/activities within The BASE run smoothly and report directly to the Inclusion Co-ordinator.
- To support targeted pupils as identified by Inclusion Co-ordinator through mentoring, in class support, intervention groups, tracking and family liaison.
- To record and report on progress made with target students.
- Any other duties and responsibilities within the range of the salary grade.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

All duties and responsibilities must be carried out with due regard to the Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

**Date Reviewed:** November 2017