



**www.celtrust.org**

**Keyworker**

Job Description & Person Specification

Job Description

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| Purpose of the Post: | To take a pro-active role in the support of the educational, social and physical needs of pupils; to support the curriculum and the school through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils. |
| Reporting to: | Headteacher, Deputy Headteacher, Assistant Headteacher/SENDCO, teaching staff. |
| Responsible for: | n/a |
| Key Contacts: | Headteacher, Deputy Headteacher, Assistant Headteacher/SENDCO, teaching and support staff, pupils, parents, LA advisers and representatives, external support agencies. |
| Location: | Based at Newquay Junior Academy but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust. |
| Salary Grade: | Grade D |
| Hours: | 28.75 hours per week term-time only (38 working weeks).  A flexible approach to working hours is required. |

**Principal Responsibilities:**

* To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the curriculum, taking into account the learning support involved to aid the children to learn as effectively as possible.
* To supervise an individual or small group of children within a class under the overall control of the teacher.
* To establish supportive relationships with pupils and encourage acceptance and inclusion of all pupils.
* To encourage social integration and individual development of pupils, developing methods of promoting and reinforcing pupils’ self-esteem.
* To meet the needs of pupils with emotional and behavioural difficulties, preventing harm and disruption to the pupil or others, within the limits of training and school policies and procedures.
* To assist in preparing and clearing away relevant teaching resources and ensuring basic classroom materials are available for use by monitoring stock levels and arranging for new supplies to be ordered as necessary.
* To assist with lunchtime and breaktime supervision of children.
* To accompany children on educational visits and outings as supervised by the teacher.
* To assist with the assessment, monitoring and recording of children’s progress, health, behaviour and general wellbeing, escalating any information or concerns regarding their educational needs to the teacher or SENDCO as appropriate.
* To assess, monitor and record children’s progress in relation to Pupil Profiles and feed back to the SENDCO/teacher, making recommendations for alterations to improve the effectiveness of the Pupil Profiles.
* To meet with teachers, SENDCOs and appropriate key stage coordinators on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress or concerns regarding individual pupils.
* To administer minor first aid as trained, assist in dispensing medically prescribed controlled drugs as per the approved procedure and support personal hygiene and physical needs of children, including safe use of wheelchairs and hoists.
* To carry out administrative tasks associated with all of the above duties as directed by the teacher.

**General Responsibilities applicable to all staff:**

* To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
* To work effectively with other members of staff to meet the needs of all pupils.
* To work with professionalism in line with the Trust's Code of Conduct.
* To attend staff meetings and Trust-based INSET as required.
* To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
* To be aware of and adhere to all applicable Trust policies and procedures.
* To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

* This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
* The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
* This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust’s policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in Education’. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Person Specification

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| **Selection Criteria** | **Essential** | **Desirable** | **How Assessed** |
| Education and  Training | * Qualified to NVQ level 2 or above (or equivalent qualification), or able to demonstrate equivalent knowledge, skills, aptitude or experience, including English and Mathematics. | * Completion of the DfES Induction for Teaching Assistants. * CLANSA or Cornwall Certificate in SEN. | Application Form/ Interview/ Certificates |
| Skills and Experience | * Good levels of literacy and numeracy. * Good standard of practical knowledge, skills and experience of working with children. * Good communication skills. * Patient and friendly approach. * Self-motivated and able to work in a team. * Good organisational skills. * Able to meet deadlines and prioritise between different demands. * Basic ICT skills. | * Experience of working with children within a classroom environment or similar at different key stages or within different departments. * Recent experience of working with children who have Autism. | Application Form/ Interview |
| Specialist Knowledge | * Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. * Demonstrates an awareness, understanding and commitment to equality and inclusion. | * Knowledge of a particular area of the curriculum or children’s needs (i.e. early years, EBD, ALS, literacy or numeracy). * Knowledge of a range of issues relevant to education and child development. | Application Form/ Interview |
| Values Related Qualities | * **Collaborate** – ability to work effectively as a team * **Empower** – ability to take initiative and problem solve in order to improve performance * **Leadership** – to lead by example and achieve shared goals * **Transformation** – ability to recognise a need for change and adapt accordingly |  | Application Form/ Interview |



CORNWALL EDUCATION LEARNING TRUST

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