



Job Description

Job Title: Restart Key Worker

Location: Unity City Academy

Hours of work: 37 hours per week, TT + 2

Reports to: Restart Manager

Purpose of the Role:

- To work with students who are vulnerable, at risk of suspension and permanent exclusion.
- To ensure the students using such intervention make academic progress.
- To prepare students to be successfully reintegrated back into mainstream lessons.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities

- Take direction from the Restart Manager about duties that will be carried out across the Restart room
- Be trained in literacy interventions such as Lexia or Read, Write, Inc
- Counsel students within Restart and work with members of the local community such as Youth Focus.
- Work with young people across all the areas found within the Restart room.
- Supervise and monitor pupils in the Restart room.
- Coordinate and monitor a range of provision for pupils who present with challenging behaviour.
- Deliver a curriculum to support students who are at risk of suspension or are experiencing significant issues that are damaging their academic progression.
- To act as a point of reference for students, parents and staff.
- To provide a positive role-model in terms of timekeeping, work ethos and recognition of social responsibility.
- To engage in effective dialogue with pupils, focused on their learning targets, in order to help them to modify their behaviour.
- Provide support and advice to students in order to promote personal development and aspiration with respect to both learning and health and welfare.
- Maintain high standards of student uniform throughout the Academy.
- Be aware of and comply with policies and procedures relating to child protection and all of safeguarding children.
- Encourage students to take part in enrichment activities.
- Promote the SMSC and fundamental British Values development of students in the year group through weekly assemblies and fundraising events/theme days.
- Covering absence of other colleagues in the team, as appropriate.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.



3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.





Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> ● English/Literacy and ● Mathematics/Num eracy to at least Level 2 of National Qualification framework. ● A knowledge and understanding of learners needs in a specialist area 	<ul style="list-style-type: none"> ● Counselling qualification
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> ● Good understanding of school curriculum, age-related expectations of learners, teaching methods and testing/assessment arrangements ● Understanding of aims, content, teaching strategies and intended outcomes in lessons Working and supporting learners in an educational environment (<i>preferably secondary phase*</i>) ● Experience of effective delivery of specific areas of the curriculum to individuals and in small groups ● Knowledge of the key factors affecting the way young people learn Knowledge of a range of strategies to establish purposeful learning and promote good behavior 	<ul style="list-style-type: none"> ● Experience of supporting learners with specific needs





Skills	Line management responsibilities (No.)	• N/A	•
	Forward and strategic planning	• N/A	•
	Abilities	<ul style="list-style-type: none"> • Use of ICT to advance both own and students' learning • Developed administrative skills including report writing and observations/evaluations • Ability to organise, prioritise and work on own initiative • Written – Ability to record basic information and undertake written tasks as required • Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone • Ability to communicate effectively and sensitively with Academy staff, professionals and parents/carers • Relationships – Experience of forming appropriate and productive relationships with students, staff and parents • Team work – Proven experience of effective team and independent working • Ability to work with 	•





		<p>collaboratively and flexibly within a team and contribute to team development</p> <ul style="list-style-type: none"> ● Confidentiality – Comprehensive understanding of confidentiality issues within a school environment ● Creativity – Ability to work on own initiative 	
Personal Characteristics	Behaviours	● N/A	
	Values	<p>Ability to demonstrate, understand and apply our values</p> <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> ● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check ● Right to work in the UK ● Show a commitment to promoting the welfare and safeguarding of children and young people ● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff ● 	

