

Job Description

Job Title:	Key Worker
Location:	Pioneer School
Hours:	37 hours per week (term time only plus 3 weeks during school closure period)
Reports to:	Class Teacher and Assistant Vice Principal

Purpose of the Role:

To provide holistic knowledge of identified pupils' and provide a point of contact for families.

To support pupils in school, community, vocational and home settings and provide regular on going assistance to support inclusion and transition.

To work under the direction of a class teacher and in partnership with other professionals to support pupils' with severe and complex needs and to support their learning in line with school policies and procedures.

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

General duties and responsibilities:

- Working with individuals or small groups of children under the direction of teaching staff.
- Provide skilled support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties and make use of appropriate equipment/resources.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group according to individual needs and skills.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group.
- Establish positive relationships with pupils and families supported.
- Promote the inclusion and acceptance of children with special needs.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support pupils with activities which support the development of key skills across a range of contexts.
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use.
- Attend to pupils' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding, mobility etc.
- Carry out specific additional care tasks for individual pupils only at the direction of a suitably qualified member of staff and once full training has been given.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and recording progress as required.
- Assist with the development and implementation of IEPs.
- Assist with the preparation of classroom teaching/learning aids as required.

- Monitor and record pupils' responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.
- To assist with the display and presentation of pupils' work.
- To assist with escorting pupils on educational visits.
- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.

Specific responsibilities:

- To provide holistic knowledge of identified pupils.
- To support pupils in school, community, vocational and home settings.
- To maintain regular contact with home and increase the opportunities for pupils and families to contribute positively to the planning process and to the services they receive.
- To attend pupil's planning and review meetings.
- To maintain appropriate written records of pupils' progress, home visits, etc., as required.
- To provide intensive support to families at times of need.
- To work collaboratively with professionals from a range of agencies supporting the child and family.
- To model and coach parents/carers to promote learning across the key skills and to discuss with parents/carers ways to promote the child's development, in line with the advice given by other professionals.
- To generalise the learning specified in Individual Learning Plans across the home, community and vocational settings.
- To monitor the implementation of the individual plan and give feedback to the teacher and others involved in the planning process.
- Engage with the local community and its resources to prepare community members to support inclusion.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post-holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible

- Push the limits
- Be big hearted

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
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

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Signed Date
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Name

Person Specification
Job Title: Learning Support Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> English & Maths GCSE Level at "C" or above Good general standard of education NVQ Level 2/3 in learning support, NNEB or other relevant qualification 	<ul style="list-style-type: none"> A first degree Training qualification in particular specialized/ Special needs
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Successful experience working with SEN children Knowledge of general aspects of child development Good communication skills with adults and children, verbally and in writing Work constructively as part of a team, understanding classroom roles and responsibilities, and be able to contribute to group thinking and planning Report writing, record keeping & assessments Working knowledge of teaching and learning theory Understand and support the importance of physical and emotional wellbeing 	<ul style="list-style-type: none"> Knowledge of basic IT to support learning Working with families in the home setting Working in partnership with other agencies
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none">
	Forward and strategic planning	<ul style="list-style-type: none"> Knowledge of relevant codes of practice 	<ul style="list-style-type: none">



		<ul style="list-style-type: none"> • A good understanding of learning disabilities • 	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • None 	•
	Abilities	<ul style="list-style-type: none"> • Ability to motivate, inspired and have high expectations of pupils • Good organisational skills • Ability to remain calm under pressure • Ability to support the work of and build a good rapport with pupils/volunteers and other learning support assistants • Effective time management • Demonstrate creativity and an ability to use own initiative • An ability to resolve routine problems independently • Ability to assess progress and performance and keep records • Ability to lift and undertake manual handling 	•
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Commitment to the inclusion of pupils with special needs • Commitment to collaborative working • Ability to work effectively as part of a team and contribute to a group 	





		<p>thinking, planning etc</p> <ul style="list-style-type: none">● Ability to manage (people/resources) effectively, including planning, monitoring and reviewing activity● Effective time management● Ability to build rapport with adults and children● Able to develop trust between self and partners (families/carers & pupils)● To be flexible and adaptable to changing circumstances and situations● Follow instructions accurately● - Use own initiative and work● independently● - Excellent communication skills with● adults and children, verbally and in● writing● - Ability to motivate, inspire and have● high expectations of pupils● - Creativity and innovation● - Ability to adapt effectively to changing	
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	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <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 • Evidence of a commitment to 	





		promoting the welfare and safeguarding of children and young people	
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