**Key Worker**

**Accountable to:** The Nest Manager

**Main Job Purpose**: To work as a Key Worker and as part of The Nest team under the direction of the Manager to provide safe high quality education and care for young people.

**Responsible for:** Key worker allocated children.

**Main Duties**:

* To assist with the planning of the curriculum.
* To support the ethos of The Nest and to create a welcoming and family friendly environment.
* To help set up for the daily programme and to help tidy away at the end of the session.
* To act as a keyworker to a group of children liaising closely with carers/parents and ensuring each child’s need are recognized and met.
* To advise the Manager of any concerns eg: Over children, parents, or the safety of equipment, preserving confidentiality as necessary.
* To provide learning opportunities for children, offering an appropriate level of support and stimulation.
* To attend and participate in meetings and training course as required.
* To keep completely confidential any information regarding the children, their families, or other staff.
* Keep up to date with observations and record keeping for the children that you are responsible for.
* To write a transfer record for each keyworker child when they leave the setting
* To keep up to date with and implementation all Trust Policies.

**Training and Development of Self and Others**

* Set personal targets and take responsibility for your own continuous development.
* Be proactive in identifying training needs ensuring that they are appropriately met and that other staff members are active in their own personal CPD.