



HAVANT ACADEMY JOB DESCRIPTION

SEND Keyworker

Job Title: SEND Keyworker

Responsible to: Inclusion Manager

To support the teaching and welfare of children with special educational needs to progress towards the class/individual targets set. These will include supporting children with things such as sensory impairment, speech and language impairments, attention and concentration difficulties, learning difficulties and those who are emotionally vulnerable.

Generic Duties and Responsibilities

All Academy staff are expected to:

- To comply with the TKAT/Havant Academy Code of Conduct
- Undertake other such reasonable duties as may be required from time to time;
- Work towards and support the Academy's vision and the objectives;
- Support and contribute to the Academy's responsibility for safeguarding students;
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors;
- Work within the Academy's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents and colleagues;
- Engage actively in the performance development process;
- Adhere to Academy policies and procedures as set out in the staff handbook or other documentation available to all staff;
- To work as part of a whole school team in achieving the school's overall targets

Accountability and Discretion

To take, and be accountable for, all decisions made within the parameters of individual job description.

Standards

The standards of the post holder will be measured through the Havant Academy Performance Development Review process. The specific Job Description will be reviewed annually at the Performance Development Meeting.

Signed:

Post Holder

Date:

Signed:

Headteacher

Review Date:

Keyworker

- To support students across the curriculum, often with a particular focus on maths, reading and writing.
- Assist with the development and implementation of Individual Education/Care Plans.
- To establish constructive and positive relationships with pupils and interact with them according to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To administer routine tests and invigilate exams according to exam access arrangements.
- To ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received from the class teacher to enable students to meet their learning targets.
- To support students in accessing learning activities as directed by the teacher, being aware of and supporting differences to ensure all students have equal access to opportunities to learn and develop.
- To assist teaching staff with learning activities, ensuring health and safety and good behaviour of students.
- To act as a learning support assistant for individual students.
- To participate in routine assessment of pupils' reading and spelling ages.
- To run small group sessions for students with specific needs as required.
- To undertake record keeping/sharing in respect of student learning, behaviour management, child protection etc. as directed in order to support the teacher to deliver specific learning programmes set for each child.
- To be aware of and comply with Academy policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
- To contribute to the overall work/aims of the Academy and appreciate and support the role of colleagues and other professionals to enable them to realise its development plans etc.
- To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- To be familiar with, and comply with a full range of Academy policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure students' wellbeing.
- To attend departmental meetings by arrangement.
- To support with delivering first aid to students as and when required (if trained)
- To deliver ELSA sessions with students as required/directed, as well as complete all relevant paperwork to support the ELSA process (if trained)

This job description should be seen as enabling rather than restrictive and will be subject to regular review. Given the evolving needs of the Academy, flexibility among staff is very important. All staff at the Academy are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that is not specified in this job description.

Person Specification:**Skills, Qualifications, Knowledge and Understanding**

Educated to a high standard.	Essential
Excellent ICT skills.	Essential
Demonstrate an understanding of the essential role of the school in educating secondary pupils and in promoting the spiritual, moral, social and cultural development of pupils in a multicultural community.	Essential
Demonstrate an understanding of the role of the learning support assistant and one's own role in relation to teachers, other support staff, and pupils.	Essential
Ability to use knowledge and understanding in supporting working with pupils and in helping to assess their progress in numeracy, literacy and their wider curriculum.	Essential
Ability to show awareness of how pupils can learn and of the various factors that affect the learning process.	Essential
Demonstrate an understanding of the diverse range of approaches needed to support the learning of various groups of pupils with special educational needs.	Desirable
Understanding of safeguarding children	Essential

Experience

Experience of working in a secondary school or with children.	Desirable
Ability to demonstrate experience of dealing sympathetically and constructively with other adults.	Desirable
Experience of excellent administration and communication skills, both written and verbal	Essential

Commitment and Understanding

Ability to communicate effectively with pupils, parents, the public and other staff.	Essential
To promote the inclusion and acceptance of all pupils in the school.	Essential
Commitment to promoting the safety and well-being of all pupils and following the school's Safeguarding policy procedures.	Essential

Personal Qualities

Commitment: sustained energy and enthusiasm to achieve the Principal's vision for improvement	Essential
Flexibility: ability to adapt and implement change, willingness to learn and develop new skills	Essential
Self-motivation: ability to initiate and complete routine and non-routine work independently	Essential
Self-awareness: self-reflective practitioner, aware of own strengths and areas for development	Essential
Social awareness: team player and motivator, emotionally intelligent, relationship builder	Essential
High standards: leading by example, professional, continually upholding Academy aims and ethos	Essential
Resilience: ability to remain calm under pressure, regulates own emotions, excellent attendance	Essential
Empathy: genuine care and passion for working with and developing young people and adults	Essential
Innovative: passionate about embracing new technologies, methodologies, ideas and practices	Essential
Positivity: sense of humour, ability to inspire and energise others, 'can do, will do' approach	Essential