



RIDGEWOOD SCHOOL

TITLE:	SEN Key Worker
RESPONSIBLE TO:	SEN Manager
SALARY RANGE:	Grade 5
PURPOSE:	The post holder will contribute to the SEN provision within school, in line with the requirements of the SEN Code of Practice (2015). They will contribute to the success of a high performing team, and provide excellent support for all students on the SEN register.

MAIN RESPONSIBILITIES:

SEN Key Workers are responsible for the implementation of the SEN Code of Practice (2015) within school, under the guidance and direction of the SENCO and SEN Leadership Team. All references to SEN in this document include students with special educational needs or disabilities.

SEN Key Workers are responsible for:

- Removing barriers to learning, so that students with SEN reach the same curricular goals as all other students
- Supporting the students across all subjects and aspects of the wider curriculum, and must be trained, or willing to train, in moving and handling.
- Fulfilling the role of a 'key worker' for a number of specified 'K' students on the SEN register

In class support:

- Effective in-class support for students on the SEN register, and others as directed by the classroom teacher
- Remove barriers to learning, so that students on the SEN register can access the same curricular goals as all other students
- Model being attentive to the teacher, and support students to stay on task
- Identify struggling students and provide prompts and reminders to start tasks
- Re-explain tasks and break instructions down into smaller steps as required
- Provide additional scaffolding for students with SEN as required, and know when to remove this scaffolding
- Offer bespoke one-to-one or small group support to students who need additional modelling or support

- Praise and encourage students to remain on task and motivated
- Other tasks as directed by the teacher, for example supervising other students whilst they reteach concepts to students with SEN.

Outside of the classroom support:

- Fulfilling the role of 'key worker' for a number of specified 'K' students on the SEN register. For the identified students, this will include: mentor check in meetings with these students, regular phone calls to parents/carers, involvement in in-person meetings regarding the students and ensuring One Page Profiles are updated.
- Being the initial point of contact for queries relating the postholder's Key Worker students
- Providing support for after school activities for students on the SEN register, for example, supervision of SEN detentions etc
- Administrative tasks as directed by the SEN Leadership team
- Fully participating in a programme of CPD and training which contributes to the success of all students with SEN

Miscellaneous

- To play a full part in the life of the school supporting its distinctive ethos and values, and actively promoting its policies and practices.
- To take an active role in encouraging all students, including our most vulnerable learners, to engage in the extra-curricular thread of school life.
- To dress in a professional manner in line with the school dress code.
- To undertake such other reasonable tasks that your Line Manager may from time to time reasonably request.
- To engage actively in the Performance Management Review process.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- To undertake appropriate training as required in order to be able to undertake the duties and responsibilities that are required.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- To comply with the Academy's policies and procedures at all times.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations.