



RIDGEWOOD
SCHOOL



Recruitment Pack

Position:
SEN Key Worker



Prepare for the road ahead

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Letter from the Headteacher

Dear applicant,

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

The school's values of respect, responsibility and resilience permeate all aspects of school life and are central to our work at Ridgewood. I am extremely proud of our school and the high quality education we provide. We insist on high standards of conduct from all our students and we expect them to behave impeccably: treating each other, our staff and visitors with kindness and respect. I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We are in the early stages of planning a multi-million-pound new build that will ensure that the staff and students benefit from 21st Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

Andy Peirson

Headteacher
Ridgewood School



Values and Ethos

Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.

Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom.
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best.
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities.
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day.
- To continually strive for improvement in all areas, through hard work, resilience and determination.



Our Values

We're proud of our high standards, exciting progress and strong values.



When we are kind to each other, everyone thrives.



When we take accountability for our actions, we can be proud of our achievements.



When we stay positive and try hard, we will achieve our goals.

Prepare for the road ahead.

What makes Ridgewood School special?

Staff and students at Ridgewood work hard every day to embody the school's core values: **Respect, Responsibility and Resilience**. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, **'Prepare for the road ahead'**, represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.



Our Curriculum

Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.

Job Description

Post Title: SEN Key Worker

Grade / Hours: Grade 5, 34 hours per week, term time only + 1 day

Responsible to: SEN Manager

Purpose of the post:

- 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 duties and responsibilities:

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 contributing to enrichment activities, support in the library, 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.

All posts at the academy are subject to a six-month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

Person Specification

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> GCSEs or equivalent Willingness and ability to obtain and/or enhance qualifications and training for development in the post 	<ul style="list-style-type: none"> First Aid Certificate Moving and Handling Certificate EPIPEN training 	Certificates Application
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Experience of supporting young people in an educational setting 	<ul style="list-style-type: none"> Use of ICT to support learning 	Application Interview References
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> SEN/knowledge of specialist needs Good understanding of school policies and procedures 	<ul style="list-style-type: none"> An awareness of the national curriculum and current initiatives Child Protection procedures 	Application Interview References
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to relate well to staff, students, parents and the wider community Willingness to work in a team and work openly with colleagues Ability to self evaluate own practice and learning needs A calm, flexible, pleasant and sympathetic manner 		Application Interview References
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> Excellent attendance record Reliability and willingness to be flexible 		Application Interview References
The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service			

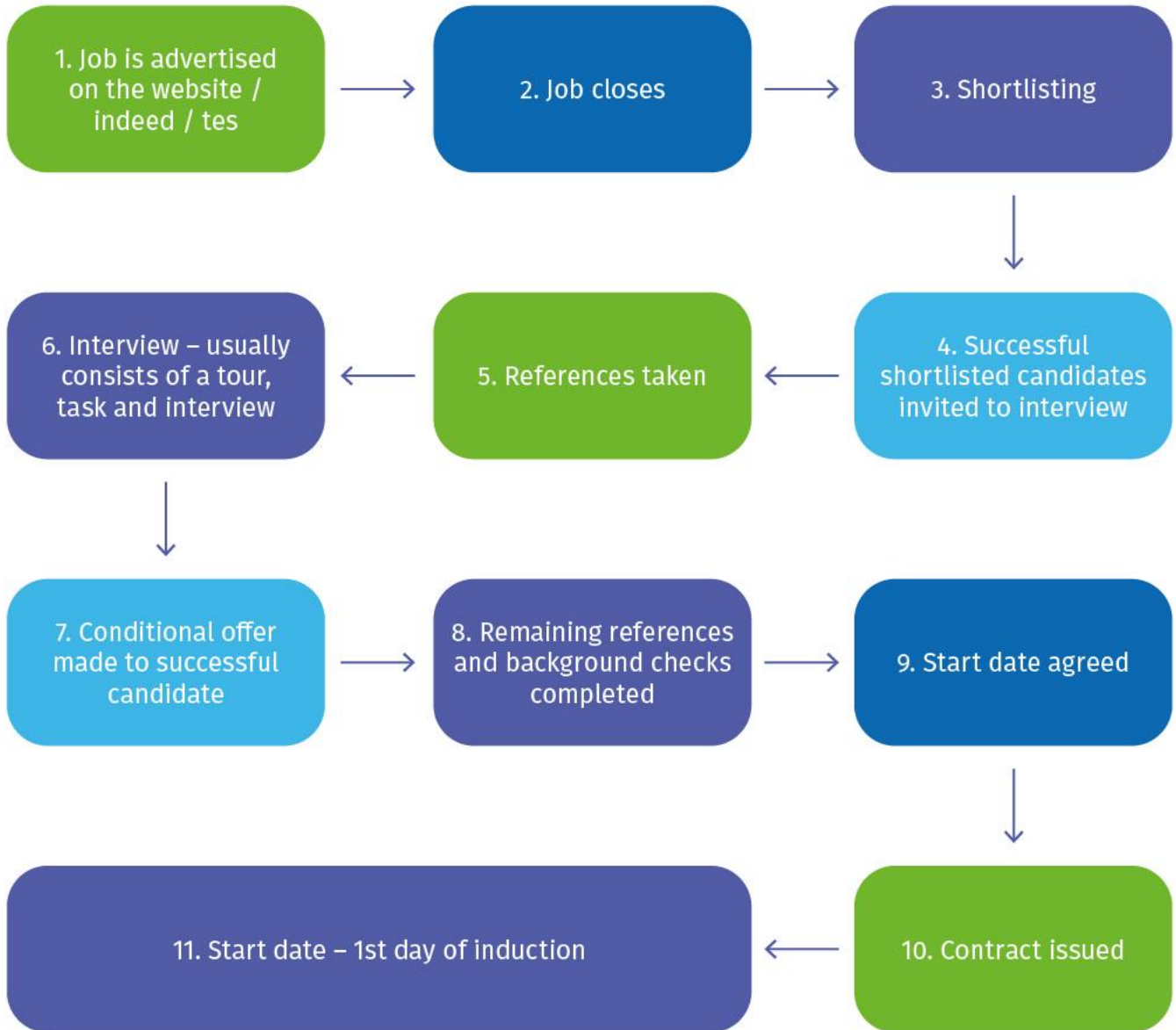
Development Opportunities

At Ridgewood, we are committed to offering our staff every opportunity to become the best they can be. Our evidence-based training packages, for staff at all stages of their career, are second to none. In addition to our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. CPD at Ridgewood is varied and matched to the needs of our staff, both teaching and associate. Our innovative, research-led Disciplined Inquiry is a key driver in providing the best teaching and learning for our students, as our teachers engage in evidence-informed practice of their choice.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles and one-to-one support are key development opportunities to support our team to develop effectively in their roles, and to understand how to make the next step in their career. In 2023, we received the Teacher Development Trust Silver Award, demonstrating our commitment and passion to providing excellent, evidence-based CPD for all teaching and associate staff. We are currently working with the Chartered College of Teaching as part of a pilot to achieve their Research Mark award, which recognises excellent commitment to evidence-informed professional development.



Our Recruitment Process



Job Advert

Post: SEN Key Worker – (34 hours per week, term time only + 1 day)

Salary: Grade 5 (Actual salary £19,098 - £19,707)

To start: As soon as possible after appointment

What makes Ridgewood School special?

At Ridgewood School we are extremely proud of our school and the high quality of education that we provide, including our popular and highly successful Sixth Form. Our school motto, 'Prepare for the road ahead,' represents our belief in preparing our students for their future, not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which will enable them to become model citizens and responsible members of the community. Our school values: Respect-Responsibility-Resilience, underpin what we do every day and contribute to our ethos in everything we undertake as a school community. Having recently (December 2022) achieved an Ofsted 'Good' rating in all categories, we are committed to this trajectory of success for our students as we aspire to move from 'Good to Great.' As part of this journey, in July 2023, we joined Leger Education Trust and look forward to collaborating with other schools within the trust to develop both our students and staff and be the very best that we can be.

We are looking to appoint a friendly and adaptable SEN Key Worker who will contribute to the success of a high performing team, and provide excellent support for all students on the SEN register.

Why is the role of SEN Key Worker right for you?

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none. As well as our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. In 2023, we received the Teacher Development Trust Silver Award, demonstrating our commitment and passion to providing excellent CPD for all teaching and associate staff.

If you are seeking a dynamic, innovative and caring school, dedicated to the development of staff and our students' success, Ridgewood is the school for you.

Candidates are required to possess GCSE Maths and English.

You can apply for this role by following the link below

<https://mynewterm.com/jobs/137603/EDV-2025-RS-82586>

We strongly encourage visits from potential candidates – please contact the school to arrange this.

The closing date for this post is 9am Thursday 23 January 2025. Interviews will take place soon after.

Ridgewood School reserve the right to close this advert prior to the closing date above.


The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. The school operates a no smoking policy.

Ridgewood School
Barnsley Road
Scawsby
Doncaster
DN5 7UB



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 01302 783939

 www.ridgewoodschool.co.uk