

Broad Horizons Education Trust

BURE PARK SPECIALIST ACADEMY

JOB DESCRIPTION

POST TITLE: Senior SEMH Keyworker

RESPONSIBLE TO: Head of Care

GRADE: G18 - 22 (Plus Sleep in allowance)

POSTHOLDER: TBC

GENERAL RESPONSIBILITIES:

The overall function of a Senior SEMH Keyworker is to be immediately responsible for the care and leisure time activities of a group of children under the supervision and guidance of the Head of Care and will hold a caseload.

To maintain clear, effective and impartial communication between education and care staff, and the senior leadership team.

To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.

To be conversant with, and work towards, fulfilling the Academy's aims and objectives as laid out in that policy document.

The level of planning and organisation in the role is similar to the Higher Level Teaching Assistant Level 1 in that the job is set specific objectives and has overall plans to work to (rather than being allocated tasks by its manager). These tie into the student's social and educational development. It is significantly involved in care planning and evaluating the outcomes of activities.

MAIN RESPONSIBILITIES:

1. To be a leading member of the support team meetings and to report to that meeting on all activities.
2. To work alongside the other Senior SEMH Keyworker in establishing routines for all pupils and to report this to the Heads of Care via the Deputy Head of Care.
3. To work alongside the Head of Care in managing their evening shift.
4. To maintain clear and effective, impartial communication between education and all support staff.

5. To monitor effectively the quality of relationships between all staff and pupils with the consistent aim of improvement.
6. To liaise with staff of all disciplines as necessary to promote cooperation within the Academy and ensure minimum disruption to the smooth running of the establishment.
7. The implementation of an agreed pattern of sensitive, but effective, care and control to provide the children with a secure, safe and stimulating environment conducive to physical, emotional, educational and social development, so that pupils enjoy a calm and relaxed group living experience.
8. To be responsible for the training and counselling of pupils in personal and social competence, including: relationships, health, hygiene, domestic etiquette, dress and safety.
9. To be responsible for the safety of children by exercising adequate control and supervision.
10. To establish with the care team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the Academy.
11. To be actively involved in the Academy's recreational and social programme and engage individuals and groups of pupils in constructive, enterprising and a socially extending range of leisure pursuits.
12. Attend meetings which may include Case Conferences to discuss children on an individual basis and contribute towards establishing a unified and consistent approach throughout the Academy.
13. Participate fully in the daily observation and recording of pupils' behaviour and progress in the appropriate manner on the Academy's MIS.
14. To assist in the professional development of colleagues by involvement in relevant aspects of the Academy's Staff Support and Development Programme.
15. To be responsible for the management of pupil pocket money.
16. To maintain the orderliness of the children's living and recreational areas and clean such areas in emergencies.
17. To "sleep-in" as per rota and when asked by the Head of Care, to cover for absent colleagues. This is on a temporary basis during the year.
18. To work alongside the Deputy Head by engaging in the Academy day, supporting pupils social, emotional and educational development in lessons. This will entail working with those students who find it difficult to maintain their place in class due to their level of disturbance. To ensure inclusion, it may be necessary at times, to remove the student

from the lesson and work with them on a one-to-one basis until that student is able to re-take his place in the classroom.

19. To provide consistency across pastoral and educational work, therefore ensuring that homework set by teachers can be supported at the appropriate level in the evening. This includes the reading programme which must be adhered to every evening.
20. To take part in 12 hour Norfolk Steps Training and in addition to participate in advanced Norfolk Steps Training as directed by the Headteacher.
21. Perform any other tasks that the Headteacher or his appointed Deputy may reasonably request.
22. To ensure that the Academy's Specialist Status objectives are completed annually.
23. To be up to date with First Aid and safeguarding training.

SPECIFIC RESPONSIBILITIES:

1. To take a strategic lead in an area identified by the Head of Care.
2. To liaise with relevant leaders and managers in the monitoring, delivery and evaluation of these areas.
3. To provide input as and when required to any of the strategic elements of the academy.
4. To understand that specific areas of responsibility will be reviewed and identified each year.
5. To act as Senior SEMH Keyworker for a number of pupils in liaison with Deputy Head of Care by:
 - a. Taking part in the admission process for the child and providing an initial and ongoing contact point for the family at the Academy for routine problems that may arise.
 - b. In discussion and liaison with the Case Coordinator to maintain contact with the family on a regular basis and to be involved in any work with the family that may be deemed appropriate.
 - c. To keep casework records up to date on the child and family.
 - d. In liaison with the Head of Care, attend and participate in, making recommendations and preparing reports for, the child's regular and statutory review meetings, case conferences, SEMH Keyworker/ Teacher Tutor liaison meetings and parents' evenings.

- e. Drawing up and monitoring and Individual Social Programme for each named pupil and implementing any agreed changes as required. Ensure that the completion of the summative report for parents in July of each year is handed to the Deputy Head.
- f. Encouraging pupils to maintain regular contact with home and promoting effective communication between pupil and family.
- g. Being responsible for the production and implementation of an agreed Independence Training Programme as part of the child's individual Social Programme, in liaison with the Head of Care.
- h. In discussion and liaison with the Head of Care help to draw up and monitor an Individual Social Programme for named pupils where required and implementing any agreed changes as required.
- i. To update the staff information page with any specific information pertinent to any involvement with pupils in the general day to day running of the Academy,
- j. To play a significant role in the training and induction of Childcare Staff, particularly in the absence of the Head of Care.
- k. To develop and maintain a case co-ordinating role with regard to particular pupils, and ensure that regular discussions on those pupils' overall progress are held between Teacher Tutor and SEMH Keyworker where appropriate.
- l. As Case Coordinators for a specified group of pupils to oversee and co-ordinate the Academy's work with those families and all home/Academy liaison; especially to meet with parents as delineated in the Academy's referral and admission procedure, undertaking an initial home visit with the Childcare Officer as the first part of that process, and to provide continual support and advice to SEMH Keyworker on all subsequent home visits.
- m. To ensure that full and complete casework records of pupil progress are maintained and that sound decisions are made and carried out for a specified group of pupils.
- n. To monitor the effectiveness and appropriateness of the day to day recording of children's progress and behaviour.
- o. To be responsible for a weekly audit of pupil pocket money records.
- p. To be responsible for the management of activity money on a daily basis and in the absence of the Head of Care its audit on a half termly basis.
- q. Effect pupil travel arrangements for home visits, weekends and holidays.
- r. To organise, monitor and evaluate a recreational and social programme that engages pupils in constructive, enterprising and a socially extending range of leisure and learning activities both in the evening and at weekends.

- s. To be responsible on a shift for volunteers and students of child care/social work placed at the Academy for periods of practice or observation.
- t. To be responsible when on shift for the coordination of all medical aspects of the running of the Academy with regard to pupils.
- u. To liaise with the Academy Support Manager with regard to all domestic arrangements affecting pupils where required.
- v. To monitor Safeguarding issues relating to case co-ordinating.
- w. To be registered as a designated person for Safeguarding and complete the required training for this to be updated.

WORKING TIME:

This job description allocates responsibilities and duties 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. The working week of 35 hours plus two 7 hour sleep in's is an average figure and has been calculated to take account of the fact that employees in residential education establishments receive Academy holidays, rather than the period of annual leave prescribed in the national conditions of service.

REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holders professional responsibilities and duties.

OTHER REQUIREMENTS:

Full Driving Licence and therefore be able to transport pupils to their activities.