



## **TRINITY SCHOOL**

### ***Job Description***

**Post :** Keyworker

**Salary Scale:** Scale 5

**Postholder:**

### **PURPOSE OF JOB**

To support, implement and deliver educational, vocational, life skills and home intervention programmes to students who have autism and challenging behaviour and who also have Education Health Care Plans of Special Educational Needs to ensure that their special educational, health, safety and welfare needs are met within the home, school and community context, and support teaching staff.

The job will require the successful candidate to work closely with one individual student and to take responsibility for the implementation of their educational, social and behaviour plan. As a Keyworker, you will be expected to develop a deep understanding of the needs of your allocated student.

Potential applicants for this post should be aware of the exact nature of the post which may involve manual handling, assistance with students' bodily functions, auxiliary medical care and the management, under guidance, of difficult behaviours. An additional requirement is the ability to display high levels of initiative and responsibility and to work with a significant degree of independence in the school, community and home settings.

### **MAIN TASKS**

#### **General**

1. Report to the Class Teacher following Line Management Route / Procedure.
2. To be responsible as required for escorting pupils, who may be displaying challenging behaviour.
3. Perform daily duties as designated by the Class Teacher.

4. Be conversant with and use information technology equipment available and use specific applications within the school.
5. To uphold the dignity and respect of the individual pupil, through positive support and encouragement, including in challenging circumstances.
6. To identify structure appropriate to support pupil needs, prepare schedules, work systems and materials to facilitate delivery of different curriculum units, help in the identification of targets, deliver programmes to pupils and undertake assessment and recording of progress relative to the curriculum set for the pupils by the teacher.
7. To promote and assist the pupil in reaching maximum independence.
8. Provide opportunities for the pupil to achieve effective communication making use of visual communication aids.
9. When necessary act as an advocate for the individual student liaising with GPs, Educational Psychologists, Social Services, nurses and professionals from residential provisions.
10. Cover for absent colleagues where necessary.
11. To provide support and advocate for families as required in meeting the needs of the pupils.
12. To work in the family home to implement home intervention strategies, independently identifying priorities, planning strategies and being responsible for seeing through the implementation of programmes.
13. Develop own knowledge of autism spectrum disorders through training / further reading.
14. Support colleagues in working with other pupils, as appropriate.
15. Provide support for colleagues in the implementation of behaviour programmes and physical intervention strategies as a response to student crisis and challenging behaviour.
16. Contribute to multi-disciplinary meetings by providing reports and/or attending.
17. Contribute to Annual Review of Statement by providing reports and / or attending.
18. Organise completed work for the pupils' portfolio of evidence, including photographs and assessment data.
19. Support, as appropriate, pupils in a range of activities outside the classroom, e.g. swimming, community access and other physical activities
20. Implement, under the guidance of teaching staff, TEACCH programmes for students.

21. Contribute to the development and implementation of TEACCH programmes for pupils.
22. Undertake behaviour observations and record the data on the pupil profile.
23. Maintain records as required, including daily annotations and a regular update of the pupil's information and summative records.
24. Maintain whole environment, including resources, along with colleagues.

### **Health / Safety / Welfare**

1. Maintain the environment so as to ensure the health and safety of pupils and colleagues in line with school policy.
2. Support the management of pupils' health and safety, welfare, medical and care needs.
3. To undertake enhanced health care duties in accordance with individual care plans.
4. Following training to administer basic first aid.
5. To implement and assist in the physical management of pupils in accordance with their personal care / behaviour and physical intervention plans.
6. Maintain calm, sympathetic approach when supporting pupils during difficult times.
7. Implement, as appropriate, visual / speech / physiotherapy programmes as determined by therapists.
8. Consistently apply structures and systems set up to support students' development.
9. Accompany unwell students to home or to hospital, medical appointments as necessary.
10. Work with managers to produce Risk Assessments for individual students and all off-site activities and regularly update these.

The above duties are neither exclusive nor exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the postholder.

This job description will be subject to Annual Review, in consultation with the Headteacher to take into account the changing needs of the school and student group.

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

Postholder .....Date .....

Headteacher .....Date .....