BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Keyworker

REPORTING TO: House Lead

PRIMARY PLACE OF WORK: Broomhill Bank School (North) site in Hextable

SALARY RANGE: Kent Range 5 / 6 (as appropriate to role and experience)

EFFECTIVE DATE OF JOB DESCRIPTION: Reviewed April 2023

Job Purpose	
	To support students in both formal and informal learning environments during the extended school day in order to meet the students physical, learning and social needs. To prepare the students for life.
Main duties and responsibilities	
1.	To observe and integrate within everyday practice, of the principals of the Children Act , The NMS for special boarding schools , the Voice of the child and the residential statement of purpose.
2.	To ensure that communication with students, staff, and other departments is effective and contributes to securing efficiency and high standards of care and personal development for students within a learning and residential environment.
3.	To support students within the learning and / or residential environments in order to promote each student's intellectual, physical, social, emotional and spiritual development.
4.	To liaise with the Head of Care, Deputy Head of Care and House Leads in order to maximise departmental efficiency and effectiveness and to positively contribute to the student's welfare.
5.	To maintain high standards of safety and observe good practice in relation to health and safety issues.
6.	To devise and implement students' care plans. To assist the students in the development of independence skills as targeted within the individualised programme.
7.	To be aware of and pro-actively observe all school policies.
8.	To act as a Keyworker and be responsible for updating documents and plans .
9.	To prepare evening meals and breakfast with students, promoting opportunities for developing independent living skills.
10.	To study towards the completion of the Children's Workforce Diploma at Level 3, if applicable. This will include some study outside working hours.