**BROOMHILL BANK SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE:** Keyworker

**REPORTING TO:** Senior Keyworker

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

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

**EFFECTIVE DATE OF JOB DESCRIPTION:** March 2017

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| **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 enhance the life chance of students . |
| **Main duties and responsibilities** | |
|  | 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 |
|  | 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. |
|  | To support students within the learning and / or residential environments in order to promote each student’s intellectual, physical, social, emotional and spiritual development. |
|  | To liaise with the Head of Care and Care Manager in order to maximise departmental efficiency and effectiveness and to positively contribute to the student’s welfare. |
|  | To maintain high standards of safety and observe good practice in relation to health and safety issues. |
|  | To be aware of and implement students’ care plans. To assist the students in the development of independence skills as targeted within the individualised programme. |
|  | To be aware of and pro-actively observe all school policies. |
|  | To act as a Keyworker and be responsible for updating documents and plans . |
|  | To prepare evening meals and breakfast with students, promoting opportunities for developing independent living skills. |
|  | To study towards the completion of the Children’s Workforce Diploma at Level 3, if applicable. This will include some study outside working hours. |

Agreed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Job Holder)

Agreed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Line Manager)

## Notes

1. This job description describes duties which the Postholder is expected and required to perform. It is not a comprehensive statement of procedures and tasks but sets of the main expectations of the School in relation to the Postholder’s professional responsibilities and duties.

2. This job description will be reviewed at least once per year and may be subject to modification at any time after consultation with the Postholder.

3. Broomhill Bank School recognises diversity and expects all staff to adhere to the school’s equality duties and treat all students and work colleagues fairly regardless of race, colour, gender, disability, age or religious belief.

4. On occasion staff may be asked to carry out duties at BBS West site.