



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Residential Keyworker Duties and Responsibilities

Surrey Job Family: Children Learning and Educational Support

Assessed Grade: Surrey Grade 5

PRINCIPLE ACCOUNTABILITES

Student Responsibilities

- To lead and encourage active participation in activities within the school and the local community.
- Respond and attend to walkie talkie calls during the school day, supporting staff with behavior management and enabling students to access their learning.
- To supervise and assist students when getting up, eating, completing homework, participating in groups and going to bed, following Child Care guidelines and procedures.
- To offer general practical advice to the students as and when required, providing opportunities for individual personal discussion and support.
- To encourage students to use their free time constructively.
- To enable students to develop independence skills and give opportunities for individuals to learn new skills.
- To liaise with the Education Team to ensure an effective link in providing and sharing information across the day and residential setting.

General Duties

- To participate as directed in the duty rota.
- To complete any day to day duties as directed by the Head of Residential Provision and Deputy Heads of Residential Provision.
- To report to the Designated Safeguard Lead or Deputy Designated Safeguard Leads incidents of suspected abuse and of any signs of non-accidental injury.
- To assist in the recording of student information and progress, maintaining accurate and updated records/logs.
- To make contributions to the recording of any accident or significant incident.
- To be aware of the school's policy on health, safety and security, reporting any concerns to the Health and Safety Officer.

Professional

- To contribute to residential staff meetings and hand-overs
- To participate in INSET activities as required; for the school development; for residential staff development; for individual development.
- To participate in supervision as required.
- To respect staffroom confidentiality and the rights of individual students and staff.
- To adhere to the staff working practice agreement and treat the students in your care in accordance with the Care Standards and the agreed Residential Statement of Principles and Practice.
- To be aware of the school's policy on equal opportunities and be prepared to be committed to its effective implementation.
- To give clear and consistent guidelines so that students know what is expected of them and encourage self-discipline by giving reasons for rewards and sanctions.

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2017