

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	6CLES	Role Title	Senior Residential Keyworker
Grade	S6	Reports to (role title)	Head of Residential Provision
JE Band	192-227	School	Limpsfield Grange
		Date Role Profile was created	14.05.18

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	To support the Head of Residential Provision in the delivery of a specialist residential service for children with special needs. To take responsibility for keyworking an agreed group of students; to provide a framework within which to develop independence, other skills, and to give practical advice and support to students in recognising and meeting their social, emotional and physical needs. To assess with teaching and residential staff the ways in which to deliver an appropriate programme of child care to meet individual student's needs and encourage active participation within the school and local community. To liaise with parents, local schools and external agencies. Act as team leader for residential staff when you are the most senior member of staff on duty. To be responsible for the day to day management of residential practice in identified areas.
<b>Work Context</b>	The work is mainly based within the residential area of the school but will also involve travelling within the local community. Post holders are encouraged to drive the school vehicles, including minibuses. Limpsfield Grange is a special school for 80 girls aged 11-16 with communication and interaction difficulties including Autism. There are up to 24 boarders per night, Monday to Thursday.
<b>Line management responsibility</b> if applicable	Residential Keyworkers, Domestic Assistant
<b>Budget responsibility</b> if applicable	None

<p><b>Representative Accountabilities</b></p> <p>Typical accountabilities in roles at this level in this job family</p>	<p>Support delivery</p> <ul style="list-style-type: none"> <li>• Monitoring and maintaining a programme of activities / interventions e.g. wider curriculum support, maintaining supplies of materials and equipment.</li> <li>• Assist with the delivery of relevant schemes of work, delivery and assessment.</li> <li>• Deliver a range of learning support for existing systems or processes to agreed standards, to maximise quality of teaching &amp; learning.</li> <li>• May carry out personal care routines as appropriate.</li> </ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Support more senior staff in classroom management and behaviour techniques.</li> <li>• Plan and deliver specified work to individual pupils, groups and the whole class.</li> </ul> <p>Policy and Compliance</p> <ul style="list-style-type: none"> <li>• Adhere to established standards of service delivery to support any associated regulatory or technical compliance requirements.</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Receive and respond to everyday enquiries from colleagues and customers to provide a timely, courteous and effective service.</li> <li>• Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.</li> <li>• May be required to assist in the recruitment, selection and supervision processes, to ensure high standards of team delivery.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• May assist in the management of a small budget or recovery of income.</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Provide and manipulate data for statistical and other report and run and present standard reports.</li> <li>• Assist with regular assessment of performance of schemes and initiatives through the use of feedback, surveys and management information.</li> <li>• Prepare and despatch a range of correspondence/documents connected with the defined area of activity.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>The Core National Standards for Supporting Teaching &amp; Learning: To understand and carry out role in line with agreed standards, expectations &amp; qualifications.</p> <p>Contribute to and influence children's learning and personal development.</p> <p>To have regard to and comply with safeguarding policy and procedures.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Minimum 5 GCSEs at Grade C or above (including English &amp; Maths), or equivalent, or able to evidence ability at an equivalent level.</li> <li>• Understanding of Health and Safety requirements.</li> <li>• Understanding of relevant regulations, processes and procedures and issues relating to the service user group.</li> <li>• Good written and oral communication skills with the ability to build sound relationships with customers.</li> <li>• Require a technical/professional qualification related to the role. e.g. HLTA status, NNEB, or other relevant qualifications at level 2 or 3.</li> <li>• Competent in a range of IT tools.</li> <li>• Ability to work with others to improve customer service.</li> <li>• Good administrative, analytical and organisational skills.</li> <li>• Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative.</li> <li>• Ability to guide and support less experienced or more junior colleagues.</li> </ul>

<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	Full clean driving licence required. Satisfactory enhanced DBS clearance required.
<b>Role Summary</b>	<p>Roles at this level typically provide a practical support as part of a team. They will carry out a range of practical activities using knowledge of professional standards values and practice, together with a broad understanding of learning strategies. The work is within established processes and procedures and while it may not be subject to direct supervision, guidance is readily available. They will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day or week-to-week timescales, usually reacting to clear deadlines or processes. They support more senior staff by covering specific aspects of the teaching/learning programme and will be fully versed in all the procedures of their specialism. They may be involved in guiding/supervising the work of more junior staff.</p>

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