



**Job Title/Post:** Residential Keyworker

**Salary:** PS5

**Responsible to:** The Head of Residential Provision & The Assistant Head of the Residential Provision

---

## **Purpose of the role**

- To promote and safeguard the welfare of students across the school.
- To provide residential care and support for students at Limpsfield Grange.
- To support the Head and Assistant Head of Residential Provision in the day-to-day smooth running of the residential provision at Limpsfield Grange School.
- To run small group activities both on and off site, that will enable students to develop their independence, communication and life skills.
- To give practical advice and support to students in recognising and meeting their social, emotional and physical needs.
- To promote and safeguard the welfare of students at Limpsfield Grange School.
- To undertake sleep-in duties as part of their role.

## **General duties**

- Promoting and supporting the wellbeing of all students across the school.
- Delivering residential provision which meets the needs of students.
- Working with the education team to raise standards and improve outcomes for residential students.
- Seeking and acting on the views of the young people.
- Ensuring compliance with the National Minimum Standards and other Government guidance and legislation
- Leading activities within the school and the local community.
- Responding to walkie talkie calls during the school day to support school staff.
- Supervising and assisting students at all times in the Residential Provision in line with Limpsfield Grange procedures and guidance.
- Encouraging students to use their free time constructively.
- Enabling students to develop independence skills and providing opportunities for students to learn new skills.
- Liaising with the education team to share information across the school day and residential provision.
- Participating as directed in the duty rota.
- Completing any day-to-day duties as directed by the Head of Residential Provision and Assistant Head of Residential Provision.



- Reporting to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any safeguarding concerns in line with the Limpsfield Grange Child Protection and Safeguarding policy.
- Recording student information and progress, maintaining accurate and up to date records.
- Contributing to the recording of any accident or significant incident.
- Following the Limpsfield Grange Health & Safety policy and reporting any concerns to the Health and Safety Officer.
- **Professional**
- Contributing to residential staff meetings and hand-overs
- Participating in INSET.
- Participating in supervision.
- Respecting staffroom confidentiality and the rights of individual students and staff.
- Adhering to the staff working practice agreement and treating students in accordance with the National Minimum Standards and the agreed Residential Statement of Principles and Practice.
- Implementing the Limpsfield Grange Behaviour policy.

Sarah Wild  
Headteacher  
May 2025