



**Job Title/Post:** Senior Residential Keyworker  
**Salary:** PS6  
**Responsible to:** The Head of Residential Provision

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**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 management of the residential provision at Limpsfield Grange School.
- To liaise and work collaboratively with the education team, parents and carers, partner agencies and other residential schools to ensure the residential provision at Limpsfield Grange is responsive to need, professional in approach and compliant with the National Care Standards and Government guidance.
- To undertake the role of shift manager ensuring that evenings are well planned and meet the needs of residential students, handing over relevant information at the end of each evening shift.

**Specific responsibilities:**

- 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.
- Supporting the Head of Residential Provision in developing and maintaining a professional staff team to meet the needs of students.
- Undertaking supervision of residential staff team.
- Leading evening shifts ensuring that each shift well planned and meet the needs of residential students, handing over relevant information at the end of each evening shift.
- Ensuring that residential students have opportunities to participate in leisure activities within the school and the local community.
- Supporting residential students' education through supporting homework and wider learning activities.
- Ensuring that residential staff and students are aware of the rules, responsibilities and routines in the residential provision.
- Being a keyworker and keeping necessary records.
- Supporting behaviour management across the school day.
- Assessing, evaluating, recording and reporting on student progress.
- Ensuring that the residential setting is well maintained and that efforts are made to make it as comfortable as possible
- Working as directed in the duty rota and undertaking 'sleeping in' duties for a minimum of one night per week.



- Delivering areas of the School Improvement Plan.

**Additional Information:**

Annual appraisal will be carried out by the Head / Assistant Head of the Residential Provision

*The duties may vary to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with you.*

Sarah Wild

Updated May 2025