

JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: PHOENIX COLLEGE
Post Reference No:	Location: PHOENIX COLLEGE
Job Title: SUPPORT/KEYWORKER	RG Grade/Salary Range: RG4b pts 21 to 25 JE Evaluation Code: Q403 Date: June 2015

JOB PURPOSE

- To be facilitator in the classroom setting by supporting teachers in their aims to individualise and extend the Curriculum
- To assist in the support of children with special and specific educational needs
- To assist in the implementation of Behaviour Management Strategies

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports and is responsible to the Vice Principal/Class teacher

MAIN DUTIES AND RESPONSIBILITIES

SUPPORTING THE STUDENT

1. Drawing on the knowledge of diverse forms of special needs, to develop understanding of the specific needs of the child/ren
2. Aiding the student/s to learn as effectively as possible both in small group situations and individually by :
 - clarifying and explaining instructions
 - ensuring student is able to use the equipment and materials provided
 - motivating and encouraging student as required
 - assisting in weak areas; e.g. language, behaviour, reading, spelling, presentation
 - supervising repetitive work and set tasks to free the teacher for individual work with others
 - meeting physical and medical needs whilst encouraging independence
 - liaising with class teacher to devise complementary learning activities
3. Establishing a supportive relationship with student/s
4. Developing methods of promoting/re-enforcing the students' self-esteem

5. Liaising with other agencies concerned with the care and education of the students, as relevant, appropriate and direct

B. SUPPORTING THE TEACHER

1. To assist in the development of suitable programmes of support
2. To be a reliable recorder of experimental strategies for more effective teaching and in attempts to establish a behavioural base-line in the classroom context
3. To be a reinforcing support in aspects of behavioural learning
4. To participate in regular feedback between student and teacher and in the maintenance of progress reports

SUPPORTING THE SCHOOL

1. To undertake break time duties and responsibilities as appropriate
2. To be aware of school policies and procedures
3. To attend relevant in-service training
4. To attend staff meetings
5. To supervise small groups on out-of-school projects or journeys
6. To be a point of contact with the local environment and people
7. To be a valuable contributor on individual skills in practical and artistic activities
8. To assist in transporting students or visitors
9. Any other tasks as directed by the Head/Deputy Headteacher which fall within the purview of the post

Gateway Criteria - if applicable (needed for any post with a spinal point range that spans a gateway)

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post ? : Please tick one from the list below

No check required

Basic (GCSX only)

Standard

Enhanced without a check of the barring list(s)

*Enhanced with a check of the barring list(s)✓

If *, does the post require a check against the list of people barred from working with vulnerable adults? NO

If *, does the post require a check against the list of people barred from working with children? YES

Is a declaration under the Childcare (Disqualification) Regulations 2009 required? YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - please specify

Is this post 'politically restricted'? YES/NO

What Level H&S Responsibilities are applicable to this post? LEVEL 1

PERSON SPECIFICATION



READING BOROUGH COUNCIL	Department/Directorate: PHOENIX COLLEGE
Job Title: SUPPORT/KEYWORKER	Post Reference No:

QUALIFICATIONS/EDUCATION/TRAINING:

Educated to NVQ level 2 or similar

EXPERIENCE:

Previous experience working with young people and/or children with special needs

SKILLS, ABILITIES AND COMPETENCIES:

Commitment and a positive attitude to the principles of Special Education

Flexibility/versatility/sensitivity in approach and attitude

Initiative (appropriate and in context)

Full Driving Licence

Enthusiasm

Sense of humour

Patience

SPECIFIC WORKING REQUIREMENTS: