



Job Description
HEART Keyworkers
(Previously SLSA – HEART)

Reports to: HEART Pastoral Manager & Deputy Pastoral Manager

Direct reports: n/a

Location: West Heath School – Sevenoaks

Hours: 37.5 hours/ 39 weeks per year

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Main Purpose of the role:

To support the HEART team and to have specific pastoral and academic responsibility for a number of students.

Main Duties and Responsibilities:

- To build a rapport with designated students in order to provide academic and emotional support
- Ensure the targets identified in Individual Health, Care and Education Plans are addressed, assessed and tracked
- To collaborate closely with the HEART team
- To establish regular contact with parents/carers & relevant external agents
- Ensure the targets identified in Individual Health, Care and Education Plans are addressed, assessed and tracked
- Undertake key working responsibilities to include ensuring the student feels safe, listened to and informed about their plans, care and support.
- To maintain regular records of students' progress
- To contribute to Annual Reviews and other meetings when required
- To be pro-active within the department

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION: HEART Keyworker (SLSA Heart)

Requirement	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> NVQ 3 Supporting Teaching & Learning or Residential Care or Equivalent Level 2 Maths & English (Grade 4 and above) 	<ul style="list-style-type: none"> NVQ L3 Mental Health qualification
2. Experience	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting Experience working with children / young people with special educational needs (SEN) Experience planning and delivering learning activities either on a one to one or in groups 	<ul style="list-style-type: none"> Experience of working with students with mental health difficulties
3. Knowledge and skills	<ul style="list-style-type: none"> Good literacy and numeracy skills Good organisational skills Knowledge of effective keyworking Ability to build effective working relationships with pupils and adults Skills and expertise in understanding the needs of all pupils Knowledge of how to help adapt and deliver support to meet individual needs Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils Excellent verbal communication skills Active listening skills Knowledge of guidance and requirements around safeguarding children and Young Adults Good ICT skills, particularly in using ICT to support learning 	<ul style="list-style-type: none"> Some knowledge of mental health disorders Attachment Aware and Trauma Informed Education/ Therapy models.

4. Competence	<ul style="list-style-type: none"> • Organised and driven • Ability to work as part of a team and to be flexible in their approach to daily routines • The ability to remain calm in stressful situations 	
5. Personal Qualities	<ul style="list-style-type: none"> • High degree of personal integrity with a commitment to confidentiality • Approachable and aware of self and others • Ability to challenge and influence • Pro-active self-starter • A strong interest and commitment to continuous personal learning and development • Ability to work in a way which reflects the Schools values/ ethos. • Working practice which encompasses equal opportunities. • Ability to work under pressure while recognising it in self and others. 	
6. Other	<ul style="list-style-type: none"> • Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS (child and Adult barred) • Commitment to Safeguarding. • Driving Licence 	

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

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