



JOB DESCRIPTION

Post:	Key Worker for Vulnerable Students
Reports to:	Designated teacher for Child Protection & Pastoral Support Manager
Responsibility for:	Support and intervention strategies for identified vulnerable students ensuring progress targets are met.
Salary range:	SCP 26 - 30

Overall Purpose

Hendon is an 'Outstanding' Co-Ed Secondary School Academy. We are passionate about education and about working with our young people to give them the best opportunities and to help them to be ready for the next stage of their life. With approximately 1,300 students and 250 employees it is a dynamic and changing environment where collegiality and professionalism are both required and expected.

To be the key link worker for all students who are registered as 'Looked after Children', those on the Child Protection Register and for those students who are identified by the school as vulnerable students.

To take responsibility for liaising with and responding to outside agencies and parents in relation to the identified client group, in consultation with the designated teacher for Child Protection and Pastoral Support Manager.

To work with identified students to ensure that academic progress is fully supported and that wider social, emotional or personal needs are met.

To be responsible for the managing of records relating to the identified students and the monitoring, recording and reporting of students' achievement, progress and intervention strategies used within the school.

Summary of major duties and responsibilities:

1. Student Mentorship

- Establish productive working relationships with identified students, acting as a role model, setting high expectations.
- Monitor, mentor and support identified students to achieve progress to academic targets.
- Escalate new or developing safeguarding concerns to the Designated Teacher for Child Protection.

2. Family and Agency Liaisons

- Work with parents, carers, staff, social workers and external agencies to exchange information, coordinate efforts and achieve the best possible outcomes for identified students.
- Attend all appropriate meetings both on and off-site in relation to identified students.
- Undertake accompanied home visits as required.

3. Recordkeeping and Administration

- Keep clear, accurate and up to date records of all work and actions undertaken with identified vulnerable students.
- Within an agreed system of supervision, through the student support manager and designated teacher, complete Common Assessment Framework (CAF) forms.
- Within an agreed system of supervision through the student support manager and designated teacher, complete personal education plans (PEPs).
- Collate and prepare other internal or externally required assessment data for all identified students.
- Provide accurate and detailed reports on the progress, attainment, attendance and well-being of identified students, for staff, governors and other key stakeholders

4. Contribute to intervention strategies

- work with school staff to plan and implement intervention strategies to support the needs of the identified students.
- To attend the school's student support panel and contributing to Planned Intervention Programmes.

5. Develop Provision and Practice in relation to vulnerable students

- Undertake professional development and training to fully equip you for the role of Key Worker.
- Work collaboratively with colleagues to develop the School's provision in this area.

6. Engage and collaborate to further the development of Hendon School

- Actively engage in understanding and supporting the delivery of important 'all school' policies including, but not limited to, Child Protection policies, Health and Safety policies, Data Protection and the Employee Code of Conduct.
- Demonstrate flexibility to support agreed school objectives in a rapidly changing environment.
- Role-model 'Hendon School Values; Believe, Achieve, Lead, Belong' and demonstrate a supportive and collaborative approach to building effective and harmonious relationships within school and our wider community.

The role holder may be asked to act as a first aider. Training and a small allowance will be provided.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSE passes or equivalent experience. • English to GCSE Level 	<ul style="list-style-type: none"> • 'A' Level Qualifications or University Graduate. • Qualification in First Aid.
Experience	<ul style="list-style-type: none"> • Experience in working with young people in either paid or voluntary work. • Experience of working as part of a team. • Experience of liaising with a variety of agencies. 	<ul style="list-style-type: none"> • Experience of working as a learning mentor / TA or equivalent in an educational institution. • Experience of leading a team. • Experience of working on a project or initiative with accountable outcomes. • Experience of working in the field of child protection or social care.
Knowledge / Skills	<ul style="list-style-type: none"> • Ability to use ICT effectively to support record keeping and correspondence. • Commitment to improving own knowledge through self-evaluation, training and learning from others. 	<ul style="list-style-type: none"> • Working knowledge of relevant policies / code of practice / legislation in relation to Looked after Children and child protection.
Leadership and Management Skills	<ul style="list-style-type: none"> • Evidence of good interpersonal skills and the ability to work well with others. • The ability to plan, organise and prioritise. • The ability to initiate and manage change. • The ability to keep deadlines. 	<ul style="list-style-type: none"> • Experience of working with a range of cliental in an advice giving or counselling service. • Experience of completing Common Assessment forms (CAF). • Experience of presenting reports in a multi-agency environment.

Decision Making Skills	<ul style="list-style-type: none"> • The ability to make decisions based on understanding, analysis and interpretation of the facts. • The ability to think creatively and problem solve. 	<ul style="list-style-type: none"> • Experience of working in an environment where responsibility was held for decision making.
Personal Qualities	<ul style="list-style-type: none"> • A desire to make a difference in young people’s lives. • A willingness to work proactively to support the ethos of the school. • Resilience and a sense of humour. • An excellent attendance and punctuality record. 	

Hendon School is committed to the protection of children and expects all members of the community to support that commitment. All applicants will be required to complete a Disclosure and Barring Service check (of criminal record), thorough references and overseas background checks (where applicable) before an appointment can be confirmed.

Name of role holder:

Date Provided: _____ Initialed by HR Partner/Line Manager: _____