

Job Description

TITLE:	Student Progress Keyworker
GRADE:	Bucks Pay Scale 3 or 4 - £21,379 - £25,199 pro-rata (actual salary £17,150 - £20,215) Permanent
RESPONSIBLE TO:	Vice Principal (Safeguarding Lead)
WORKING HOURS:	35 hours per week Term Time Only + 5 INSET days (39 weeks) There is some flexibility in the hours - 8.30am – 4pm (half an hour unpaid lunch)
PRIMARY PURPOSE:	The Student Progress Keyworker will work primarily with students eligible for the Pupil Premium funding, their parents, staff and outside agencies. The aim of the role is to raise the levels of progress of students eligible for the Pupil Premium funding at CHA.

MAIN DUTIES

- Establish routines to support under-performing students
- Ensure effective communication between all staff regarding identified students and between the Academy and home
- Communicate daily with appropriate staff regarding concerns and successes relating to students
- To maintain up to date records and data regarding individual students
- To work closely with teaching staff to identify students who are at risk of under-achieving
- To liaise closely with Subject Leaders to monitor and evaluate progress of students
- To use student performance tracking data, assessments from teachers and support staff and information from parents to inform the setting of individual student targets
- Attend meetings regarding students and to prepare and submit reports for these
- To support the safeguarding team as an additional safeguarding deputy lead role
- To undertake a range of responsibilities regarding identified students to support them in achieving their targets:
 - Draw up and implement individual action plans in consultation with subject and pastoral staff;
 - Manage programmes of study support, such as homework club, breakfast club and peer mentoring programmes;
 - Work with small groups of children to aid their learning;
 - Promote and support family learning programmes;
 - Hold regular 1:1 sessions;
 - Take groups of students for 'Self Esteem' work;
 - Hold daily 'drop in' sessions for students;
 - Act on issues of poor attendance;
 - Visit students and parents in their homes;

OTHER DUTIES

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow child protection procedures
- Support the development of the safeguarding team and safeguarding practices
- Undertake safeguarding training to support the DSL and Deputy DSL
- To undertake other duties consistent with the scope of the post and within the competence of the post holder as required

STUDENT PROGRESS KEYWORKER PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

- Experience of working with children in a school setting, including working with individuals and groups to support learning in and out of the classroom
- Experience of the National Curriculum
- An understanding of how children learn and of strategies to motivate children who are disaffected or who are experiencing barriers to learning
- Knowledge of the roles of the various outside agencies available to provide support to the school
- Knowledge and understanding of child protection legislation
- Knowledge of information technology data management systems

SKILLS AND ABILITIES

- Ability to communicate the highest expectations to all, particularly pupils whose behaviour may be challenging and those at risk
- Ability to be tenacious and flexible and to try different approaches with children whose needs may be very different
- Ability to work well as a member of a team and to gain the confidence of teachers, parents and carers and other professionals
- Excellent communication skills, both oral and written, with the ability to adapt effectively for different audiences and different situations
- Ability to present detailed and written reports, in a clear and professional style
- The ability to build very effective relationships with pupils, to motivate disaffected learners and to improve self-esteem
- Ability to collate, analyse and present a variety of data, for different audiences and purposes
- Ability to work under pressure and to meet deadlines
- Ability to maintain confidentiality