



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**

Standard Template

JOB TITLE:	AP Key Worker		
GRADE:	G6	SERVICE AREA:	Children's
JOB CODE:	CHI300APKEG6 JE Checked 01/10/2021		
REPORTS TO:	AP Manager	LOCATION:	EDC/AP sites/schools
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • The nature of the job may involve the post holder carrying out activity outside of normal working hours. • The post holder must have a full UK driving Licence • Where possible annual leave is to be taken in the school holidays (applicable to all year round staff). Annual leave must be approved by the line manager. • The post holder will be responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary. • This post is registered as exempt from the Rehabilitation of Offence Act 1974 and in accordance with the Police Act; the post holder must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment. • You may be required to work across a number of sites. The environment has a potential risk of aggressive argumentative behaviours from students. • This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. 		

1. Main purpose of the job role:

- To raise the achievement and aspirations of students attending Alternative Provision.
- To promote and support positive participation in education.
- To be a key point of contact for students and develop a working relationship with agencies (eg Social Workers, Educational Psychologists, SEND team, Speech and Language team) to ensure progression.
- To provide additional support for student, parents/carers in appropriate cases.
- To be responsible for a 'case load' of students attending Alternative Provision

2. Role specific duties and accountabilities:

Provision Support

- Be jointly responsible for daily check on absent pupils
- Chase up reasons for absence and poor attendance
- Provide support for students absent for long periods
- Be available to staff and parents for home visits.
- Liaise with Education Welfare and other agencies to improve attendance and behaviour.
- Support pupils, Providers and school staff with behaviour issues.

- To support delivery of the curriculum through effective liaison with AP providers.
- To be involved in the review of student's progress and achievement.
- To communicate verbally with customers and provide advice and/or information in accurate spoken English

Parental Support & Information

- Promote Parental involvement in their child's Education & positive behaviour
- With the agreement of parents, talk to students who are experiencing difficulties and convey the voice of the child to parents, Provision staff and school staff.

Support for Pupils

- To ensure that the needs of students are identified and are met.
- To sign-post where pupils need additional/specialist support. To develop positive and appropriate relationships with pupils.
- To support and assist students by acting as a positive role model.
- Work with students to create a student led action plan to improve their behaviour and attendance resulting in positive academic progress.
- Identify and refer students who are experiencing difficulties to the relevant agencies with parental consent.
- Support students through transition periods through Key Stages and Post 16.

Work with others

- Ensure that WSCB policy and procedures are followed at all times in relation to safeguarding children and young people.
- To liaise with a variety of agencies particularly to support reintegration of pupils.
- To liaise closely with Family Support Workers and act as a critical point of contact between home and school.
- To work with Carers/Parents to support the education of excluded students.
- To be prepared to work flexibly in order to provide the most appropriate response to individual pupil need.
- To keep confidential any information regarding the students, their families or staff.
- To implement WSCB policy and procedures for Health and Safety so far as it affects them, their colleagues and others who may be affected by their work
- To undertake any training necessary to ensure that the post holder has the up-to-date knowledge of any key policies related to the allocated area of responsibility.
- To undertake such other duties, relevant meetings and training as maybe reasonably required and which are consistent with the general level of job responsibility.

Transition and Reintegration

- To work directly with partnership schools and providers AP in transition and reintegration arrangements.
- To provide individual 1:1 sessions to 'named' pupils acting as a link between all stakeholders.
- Acting as point of contact for AP provider to secure smooth transition and positive destinations for pupils.
- To act as transition worker for identified 'named' students – offering consistency/support. Where appropriate transitioning supporting pupils into new destination to secure pupil engagement (time-limited).

Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure individuals involved understand it is unacceptable.
- Understand and implement child protection procedures and comply with legal responsibilities.

Monitoring and Assessment

- To be involved in the general recording, maintenance and reporting of pupil progress on a day to day basis.
- To produce reports relating to progress of pupils as required.

- Contribute to the summative records and progress files of pupils.
- To engage in continuous professional development and contribute to a whole service process of self-evaluation and review.
- To contribute to pupil progress reports to parents and attend review meetings as required.
- To attend meetings as required.
- To complete assessments and monitor progress against targets.

Undertake additional duties as required by the line manager.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE AP Key Worker	GRADE G6	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Ability to use expertise to challenge and influence others in relation to institutional improvement	A/I	1
Ability to work under pressure, manage a complex workload, meet priorities and deadlines to deliver results	A/I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	A/I	3
Proven IT skills	A/I	1
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Excellent knowledge and understanding of statutory policies, legislation and requirements affecting AP education including SENDI and their implications for Local authorities	A/I	2
Awareness of relevant issues affecting young people	A/I	3
Proven experience in managing complex situations involving challenging and vulnerable young people	A/I	3
Proven experience working with Providers, LA and key stakeholders	A/I	2
Ability to analyse data and produce reports	A/I	1
Evidence of continuous professional development (where applicable)		
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
GCSE C or above in English or equivalent level 2 qualification	A	

Other Essential Requirements			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
Prepared by:	Nick Perks	Date:	2021