



**Linden Lodge
School**

A Specialist Sensory & Physical College

Job Description

STATUS

Job Title: Residential Keyworker – Independent Living

Accountable to: Head/Deputy Head of Residential Care

Grade: Scale 2 Point 4

CONTEXT

To be responsible for promoting independence and self-responsibility, within the Independent Living Flat based within Richley House.

The postholder will lead on the development and delivery of an Independent Living Resource that provides a bespoke provision that prepares the young people for moving into their next type of accommodation.

All the work with the young people will be undertaken with the overall aim of promoting independence and the ability to undertake life skills such as managing money and maintaining their accommodation.

Education

- Deliver a 'waking day' curriculum where learning extends beyond the classroom
- Act as an appropriate role model for the pupils and other staff.
- Ensuring a background of understanding and security, and good physical and emotional care.
- To set and implement appropriate SMART targets in conjunction with the pupils (where applicable), Parents/Carers and other professionals within the school.

Promoting Independence and Social Skills

- Promote independence and accompany students when going off site as appropriate
- Oversee the pupil's pastoral care, including their hygiene, clothing and general appearance.
- Follow and promote guidelines laid down by the school in relation to Healthy Living.
- Undertake relevant training to meet the needs of the pupils within the independent living flat.

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- Undertake medication training to Level 3 Advanced and ensure that pupils are self-administering medication appropriately.
- Enable pupils to reach their full education and social potential, to encourage the development of an acceptable level of self-discipline and responsibility.
- To promote and enable the pupils to acquire as much independence as possible.
- To encourage the students to make independent life choices equipping them with the skills to make informed decisions.
- To work positively with students around areas such as emotional resilience and confidence building

Knowledge

- Have an understanding of the implications of the special educational needs of the pupils in their care and develop appropriate strategies to meet those pupil's needs e.g. learning appropriate methods of communication, learning strategies for the management of pupil's behaviour.
- Work effectively in a multi-disciplinary setting in conjunction with Parents/Carers, Teachers, Support staff, Therapists, Children's Services, the Health Service and other relevant professionals.
- Keep up to date with all statutory paperwork and additional paperwork directed by the Head/Deputy Head of Residential Care or Unit Manager.

Reviews/EHCP's

- Participate in Annual Reviews, some of which may be held during off duty hours.
- Participate in admissions and Care Reviews.
- To contribute where appropriate to the assessment of a pupil's educational needs.
- To compile care plans and pupil guidelines, involving the monitoring of pupils' progress, write comprehensive reports and daily notes.
- Work co-operatively with Parents/Carers in meeting a pupil's needs, and to keep them informed of their child's progress.

Service Development

- Contribute to the development of the Independent Living Provision, in particular delivering and maintaining a high level of care, promoting independence/self-reliance and promoting a positive and pleasant environment

Leadership

- Take overall responsibility of the Independent living flat in conjunction with colleagues.
- Work with the Head/Deputy Head of Care to ensure the provision remains relevant and suitable for the students within this provision.

General

- Undertake such other duties as may be required by the Principal, Head/Deputy Head of Residential Care or Headteacher.
- Adhere to policies and procedures within the school.
- Take responsibility for the evacuation of pupils during a fire-alarm and follow the school evacuation procedure.

Safeguarding

- Be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004, Working Together and Keeping children safe in education in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role
- Ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

Leadership

To work under overall supervision of the Principal, Head and Deputy Head of Residential Care

CPD

Commitment to own personal development and to undertake mandatory training as required

Teaching and Learning in support role

To undertake a planned programme of teaching and support as agreed with the Head/Deputy Head of Residential Care

Service and Self Review

Participate in the Service’s Self Review of performance Review methods of effective learning

<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and pupils at all times
<i>Supporting other colleagues</i>	Take instruction and support colleagues and Management in the Residential Unit
<p>REVIEW</p> <p>This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed in line with appraisal or earlier if necessary and may be amended at any time after consultation with you.</p>	
<p>This job description should be read in conjunction with the Person Specification.</p>	