



Claverham Community College

Keyworker for Looked After Children & Previously Looked After Children

Information for Applicants

Principal: Mr P Swatton

North Trade Road,
Battle,
East Sussex
TN33 0HT
Tel: (01424) 772155
e-mail: recruitment@claverham.org
Website: www.claverham.org

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Dear Applicant.

Re: Post of Keyworker (Fixed Term for 1 year)

Thank you for your enquiry regarding the vacancy for the above named post.

The opportunity has arisen for a role within our SEN team to work with the designated LAC Teacher, SENCo and Pastoral Leads to provide academic support, pastoral care and social, emotional and mental health (SEMH) support to LAC and PLAC pupils at the college.

The position is for 29.16 hours per week (8.45am – 3.20pm Monday - Friday) term time only, and will be paid on Single Status grade 4, pt 9-10. Salary £19,264 - £19,650 p.a pro rata (actual £13,233 – £13,498 p.a.), fixed term for 1 year.

The successful candidate will have excellent organisational skills and have the ability to remain calm under pressure as well as being enthusiastic, versatile, methodical and the ability to work independently and as part of a team.

You will have the ability to work with a range of stakeholders, parents, carers, support staff, Virtual School and outside agencies to ensure the continuity and progress of LAC and PLAC with regard to their social, emotional and mental health needs (SEMH) and therefore indirectly to their academic outcomes. In return we offer access to Battle Sports Centre and a competitive employee pension scheme.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to recruitment@claverham.org by the closing date of Friday 25th November 2022. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This Post is subject to an enhanced DBS disclosure.

If you require any further information, please call 01424 772155.

Yours sincerely,



Mr P Swatton
Principal

About Claverham Community College

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very

well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.

EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT	Schools
SCHOOL	Claverham Community College
JOB TITLE	Key Worker for Looked After & Previously Looked After children
GRADE	Single Status Grade 4
RESPONSIBLE TO	Deputy Principal
MAIN PURPOSE OF THE JOB	<p>Work with the Designated LAC Teacher, SENCo and Pastoral Leads to provide academic support, pastoral care and social, emotional and mental health (SEMH) support to LAC and PLAC pupils at the college to help remove barriers to learning.</p> <p>Work with a range of stakeholders, parents, carers, support staff, Virtual School and outside agencies to ensure the continuity and progress of LAC and PLAC with regard to their social, emotional and mental health needs (SEMH) and therefore indirectly to their academic outcomes.</p>

Main Responsibilities

1. Build appropriate relationships with identified LAC and PLAC in order to provide the effective role of a 'key adult' within college.
2. Work with individual LAC and PLAC pupils and small groups on identified SEMH needs, such as friendship issues, attachment difficulties, emotional resilience etc.
3. Work with individual LAC and PLAC pupils and small groups to deliver identified interventions, such as, social skills & targeted subject support both in lessons and in small groups.
4. Intervene and support individual LAC and PLAC who are finding it difficult and/or need additional support for SEMH needs eg at times of dysregulation, heightened anxiety, to implement identified strategies to support de-escalation and self-regulation to allow re-engagement in learning.
5. Provide support to reintegrate LAC and PLAC into the classroom as necessary.
6. Provide support for identified LAC and PLAC at key transition times eg after break/lunch times.

7. Work with the Designated LAC Teacher and the College Career's Advisor to promote and support engagement in widening participation events, careers events and post-16 applications.
8. Work with Pastoral Leads and SENCo to develop, enhance and deliver lunchtime and break-time pastoral provision.
9. Work with the SENCo and Designated LAC teacher to monitor the academic progress of LAC and PLAC, assisting with the identification of any areas of underachievement.
10. Work with the Designated LAC Teacher to promote the engagement of LAC and PLAC in academic intervention sessions.
11. Work with the Designated LAC Teacher to promote the engagement of LAC and PLAC in extracurricular activities and roles of responsibility within the college eg school clubs, Student Leader etc.
12. Use appropriate assessment and tracking tools such as the Boxall profile to ensure that LAC and PLAC's SEMH needs are identified and effectively addressed.
13. Work with the Designated LAC Teacher and SENCo to promote the awareness and knowledge of SEMH needs in relation to LAC and PLAC.
14. Meet regularly with the Designated Teacher, SENCo and Pastoral Leads. Assist with any additional requirements such as referrals to other professionals, contributing to ANP/PEP meetings etc.

General

- 15 .To abide by and work towards all the policies within the school e.g. Health and Safety
- 16 .To undertake such other reasonable duties as may be required by the Principal.
17. To undertake CPD training as required
- 18 .To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

EAST SUSSEX COUNTY COUNCIL

Person Specification

DEPARTMENT	Schools
SCHOOL	Claverham Community College
JOB TITLE	Key Worker for Looked After & Previously Looked After children
GRADE	Single Status Grade 4

Knowledge

- 1.1 Good knowledge of the working of a school and SEN department
- 1.2 Knowledge of SEN Code of Practice
- 1.3 Good working knowledge of a range of computer applications including Microsoft Word and Excel
- 1.4 GCSE (or equivalent) Grade C or above in English and Maths

Experience

- 2.1 Experience of supporting children in a classroom environment
- 2.2 Experience of using Information Technology to support pupils in the classroom
- 2.3 Experience of working with teenagers
- 2.4 Experience of dealing with difficult situations/behaviours involving young people
- 2.5 Experience in dealing with confidential information

Skills & Abilities

- 3.1 Ability to use language and other communication skills that pupils can understand and relate to
- 3.2 Ability to establish positive relationships with pupils and empathise with their needs
- 3.3 Ability to be consistent and professional with students at all times
- 3.4 Ability to demonstrate active listening skills
- 3.5 Excellent communication skills with the ability to communicate to a wide range of audiences including pupils, parents/carers, other employees and senior staff
- 3.6 Ability to multi task, identify work priorities and manage own workload
- 3.7 Ability to consistently and effectively implement agreed behaviour management strategies
- 3.8 Ability to deal with difficult and challenging situations in a calm and consistent manner
- 3.9 Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task
- 3.10 Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- 3.11 Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills
- 3.12 Ability to assist in the recording of lessons and assessment as required by the teacher
- 3.13 Ability to work in an organised and methodical manner
- 3.14 Ability to word process documents and input data quickly and accurately

- 3.15 Ability to input data into SIMS ensuring that this is accurate and up to date
- 3.16 Ability to keep and produce accurate and up to date records and reports
- 3.17 Ability to offer constructive feedback to pupils to reinforce self-esteem
- 3.18 Ability to work effectively and supportively as a member of the school team
- 3.19 Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc

Personal Qualities

- 4.1 Excellent interpersonal skills
- 4.2 Ability to work effectively as part of a team
- 4.3 Ability to demonstrate commitment to equal opportunities
- 4.4 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- 4.5 Willingness to maintain confidentiality on all school matters

Desirable Criteria

- 5.1 Good working knowledge and experience in using SIMS
- 5.2 Experience of working with LAC and PLAC teenagers.

The Selection Process

The interview process will involve:

- A tour of the school;
- Meeting with the SENCO, Assistant Senco and other key staff;
- Formal interview.

We look forward to receiving your application.

Deadline for receiving applications: Friday 25th November 2022.