**Job Description and Person Specification for 1:1 Keyworker**

**Job Title:** 1:1 Keyworker

**Hourly Rate:**£14.77 per hour

**Reporting To:** Specialist services senior Manager

**Location:** Camden - Sessions will be delivered in the local community or trips out to other London locations.

**Hours:** Guaranteed minimum of 3 hours a week term time only (regular weekly hours to be agreed and reviewed frequently). Flexibility in terms of how many additional sessions per week you are able to commit to on a regular basis. Sessions will take place during school hours.

**Training:** Candidates will be given a full induction and relevant training.

**Annual Leave**: 28 days per annum (including public holidays) pro rata.

**Job Purpose and Context:**

Upon joining PACE you will help to build the reputation of our young and rapidly expanding organisation by contributing to the delivery of truly inclusive services and striving for excellence. Your primary responsibilities will be the delivery of high quality positive activities, promoting and supporting the wellbeing and educational opportunities of young people.

The post holder will work as directed by the Project Coordinator, delivering an individualised programme of activities negotiated and agreed with the young person and commissioning agency.

**The Main Purpose of the Job:**

* To work in partnership with young people, schools and education services, parents, carers and other professionals to support young people who have been excluded from mainstream educational provision (or who need extra support to remain in this provision).
* To help young people to develop the skills and abilities which enable them to manage their behaviour and reintegrate back into mainstream educational provision.
* Building positive relationships with young people, providing support advice and guidance to help them to address issues which affect their ability to engage within the school setting.

**Main Responsibilities:**

* Planning and delivering a programme of varied positive activities and outings.
* Work respectfully with young people and their families, responding positively to diversity and promoting a positive peer culture.
* Support children to develop life skills, social skills and communication skills.
* Implement safeguarding, health and safety policies and procedures report any concerns or risks to the Coordinator and the referrer.
* Support children with any personal, behavioural, emotional or Special Educational needs in line with PACE’s ethos and policies ensuring the child’s rights to respect and dignity.
* Regular evaluation of the impact of the service & activities by completing daily and half-termly reports.
* Liaising with and building positive relationships with other involved agencies, in order to provide an integrated support network for the young person.
* Undertake any other duties as may be required from time to time.

**Person Specification**

**Essential requirements of the post:**

1. **Experience and Qualifications**

Significant experience of working with young people with social, emotional and Mental Health needs

Experience of working independently with young people on a 1:1 basis.

1. **Knowledge and Understanding**

Knowledge and understanding of risk factors that can have an influence outcomes for young people.

Knowledge and understanding of safeguarding, health and safety policies and procedures and the professional confidence to implement them appropriately.

Knowledge and understanding of the benefits of key-working for young people who find it hard to have trusting and respectful relationships with adults in authority.

1. **Skills and Abilities**

To have the skills and ability to engage disaffected young people to explore a wide range of activities and experiences.

To work effectively with young people, parents, carers and professionals.

To communicate with young people in a way that is consistent with their level of understanding, culture, background and preferred way of communicating.

The ability to work independently and use initiative.

The ability to manage a small budget.

The ability to reflect on practice.

1. **Personal Qualities**

Flexibility and the ability to vary and change according to young people’s needs.

Creativity and imagination

Patience and empathy

1. **Desirable**

A relevant qualification in playwork, youth work, or equivalent.

Experience of supporting children and young people in an educational setting.

Experience of working with children and young people with Special Educational Needs and Emotional and/or Behavioural Difficulties.