



Role of the Key worker

Students on the role of Danesgate are taught in small groups, personalised programmes or a mixture of both. Students are assigned a Key Worker who is responsible for ensuring that every possible route is explored to make the students time at Danesgate as successful as possible.

Key workers will keep a record of the student's timetable and monitor attendance. Key workers should always have up to date telephone contact and will ensure this is recorded centrally. Absences and lateness should be discussed with the student and reported to parents and carers on the day. Should the poor attendance persist the key worker may try a number of strategies, for example meeting with parents and carers. While we will always work with the child and family first, persistent absence should be reported to Mark Smith.

Key workers will keep a record of the student's progress and continue to assess and monitor their performance. Small groups and personalised tuition give an ideal opportunity to assess learning styles and interest levels to make the work as engaging and accessible as possible.

Key workers will be required to attend reviews and annual reviews and provide a written report or presentation.

Key workers will provide written reports or verbal feedback to parents, on a termly basis.

Key workers will co-ordinate and keep informed all known agencies working with the child and the family.

Some students and families may be working with other agencies and where appropriate the Key worker may attend meeting to support this.

Key workers will adhere to the current rewards and sanctions system ensuring that students personal targets are given weekly and are appropriate and regularly reviewed and discussed with the young person. Social skills are an integral part of the key workers role, students should be given advice and encouragement on how to achieve their targets.

The key worker will take responsibility for ensuring progress of students is monitored and that any concerns they have around progress of individual students are brought to the attention of one of the senior leadership team. The senior leadership team will then agree with the key worker appropriate next steps and interventions.

In addition, Key workers should be available to discuss personal problems that may affect the student's progress, or give access to a person with whom the student has a positive, trusting relationship. Key workers should report and record key incidents or disclosures and seek advice as to whether to contact an outside agency.