

Support Worker/ Keyworker

Job Description



Works4U do not accept CV's alone. If you are interested in this position, please complete an Application Form which you can find on our website in the Job Vacancies section, or by clicking this link <https://works4u.org.uk/apply/job-vacancies/>

When complete send with a cover letter to hr@normanmackie.com

Post	Support Worker/ Keyworker
Reporting to:	Centre Manager
Working Pattern	5 days - Monday to Friday
Salary	£13ph

ABOUT US

Works4U is a specialist college for young people predominantly aged between 16-24 with a range of barriers to learning. Those barriers can include for example, autism, learning disabilities, mental health support needs and low self-esteem.

Our provision includes Vocational Education and training with pathways to employment or further education. The vocational pathways include Animal care, Catering and Hospitality, Craft and construction. At Works4U, we are committed to safeguarding and promoting the welfare of children and young people. We ensure that only individuals suitable to work with children and vulnerable people are recruited. This post is subject to a comprehensive range of vetting checks, including Police/Enhanced DBS checks. As part of our recruitment, selection and appointment processes, Works4U implements robust safeguarding procedures to ensure the protection of children, young people and vulnerable adults, and to prevent abuse.

Use these links to check our [Safeguarding & Child Protection Policy](#) and [Safer Recruitment Policy](#) before applying.

Job description

To provide 1:1 support to young people whom for a variety of reasons, have barriers' to educational and social inclusion. Specific Job activities will include:

- Preparing lesson plans and resource materials to assist young people's learning.
- Using IT equipment to log learners progress digitally (e.g. – iPad's, laptops,)
- Work with young people to help them deal with issues of anger and behaviour.
- Maintaining young people's records of daily activities and achievements against their PLG's
- Providing on going mentoring to assist young people in coping with emotional and social issues, including liaison with their families/carers and other professionals where appropriate.
- All staff must undergo an Enhanced DBS check to work with students and provide required support.
- Act as a Key Worker for a number of students.
- Build positive, supportive relationships with students and their families.
- Carry out home visits when required to strengthen support plans and maintain communication.
- Provide additional support to students when they are struggling, including emotional reassurance and practical help.
- Support students during their Works4U time, ensuring engagement, safety, and progress.
- Assist students with their individual progression plans for education, independence, and employment.
- Support students with completing their inline portfolios for EFL.
- Assist in the delivery of sessions such as PSHE, Independent Living Skills (ILS), and Employability.
- Encourage participation, independence, and confidence in learning sessions.
- Support students during trips, outings, and educational visits, ensuring safety and inclusion.
- Contribute to risk assessments and safe organisation of activities and visits.

- Maintain accurate records of student progress, support given, and any safeguarding concerns.
- Communicate effectively with colleagues and families to ensure consistent and holistic support.
- Follow safeguarding policies and report concerns promptly.
- Promote dignity, respect, independence, and equality at all times.
- Participate in training, meetings, and ongoing professional development.
- Complying with Works4U's safeguarding policies and procedures including when necessary, the completion of incident reports and cause for concern forms.
- Contributing to the effective operation of the team, by, for example attending team meetings, communicating with other members of the team and assisting in the ongoing development of the service.
- Attending appropriate training events and generally keeping up to date on the professional development of the services for young people encountering difficulties with main stream educational provision.
- Maintain a professional appearance at all times, wearing uniform/PPE as required

Works4U is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. This role is subject to an enhanced DBS check and satisfactory references.