



JOB DESCRIPTION

Job Title:	EOTAS/Alternative Provision Key Worker
Reporting to:	AP Manager
Hours of work:	Various available
Location:	Main base in Totnes. Various sites including school settings, alternative provision venues, community resources and family homes
Salary:	Various contracts/hours

Main Purpose/Responsibility

To work closely with young people who require tailored support outside of traditional educational settings. This is a vital role in helping them re-engage with learning, manage their emotions, and make progress both academically and socially.

To actively support and model the ethos and aims of Willows Rise.

Main Duties

The main responsibilities of the EOTAS/Alternative Provision Key Worker post are:

- To provide one-to-one or small group support to children in alternative provision
- Use trauma-informed approaches and de-escalation techniques to manage behaviour and build trust
- Support students to access education and the community to build confidence and self-esteem
- Transport students between Willows Rise, other education settings, activity locations and home.
- Work with the Alternative Provision Manager to develop a timetable of activities for students based on their individual needs and desired outcomes.
- Collaborate and develop risk assessments for activities and individual students based on needs
- Adapt communication styles to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate



- Promote high standards of behaviour, responding to incidents in line with the Willow Rise behaviour policy and legal guidelines around physical intervention
- Assist with the development and delivery of individual education and support plans
- Use Boxall profiling and other assessment tools to plan and evaluate interventions
- Monitor progress and maintain detailed, professional written records including weekly and half-termly progress reports
- Share knowledge and understanding of students to other Willows Rise staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Work closely with parents and carers, who may be anxious or distressed, to build strong partnerships and support networks
- Contribute to meetings with parents and carers by providing feedback on student progress, attainment and barriers to learning, as directed by the Alternative Provision Manager
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Contribute to the overall ethos, aims and work of Willows Rise
- Undertake any other relevant duties given by the alternative provision manager or proprietor
- Take part in weekly 'Friday Focus' meetings

Professional Development:

- Help keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with colleagues and management, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from Willows Rise
- Take part in the Willows Rise appraisal procedures, induction and training

As a member of staff at Willows Rise School:

- Conduct activities in a professional manner at all times.
- Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding and confidentiality.
- Maintain confidentiality and adhere to safeguarding procedures.
- Any other duties commensurate with the role



Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

Willows Rise School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the provision. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.