**JOB DESCRIPTION**

**Date revised: 2nd May 2022**

**Establishment/Unit: British Forces Brunei (BFB)**

**Branch/Department: Hornbill School**

**Location: Hornbill School, Brunei**

**Post Title: Keyworker**

**Grade: Keyworker**

**Responsible to: Headteacher (HT)**

**First Reporting Officer: Assistant Headteacher (AHT)**

**Second Reporting Officer: Deputy Headteacher (DHT)**

**Mandatory background checks: Security vetting and two references from suitably qualified referees**

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British Forces Brunei (BFB) is fully committed to the promotion of equality throughout its operation and takes very seriously its responsibilities to protect and safeguard. It is our expectation that all staff and volunteers share this commitment. The successful candidates will be required to undertake security vetting for all the countries they have resided in over the previous 5 year period. Anyone engaged in a regulated role will also have a Children and Adults Barred List search conducted on them. All required references will be followed up on.

1. **GENERAL:**

The keyworker is responsible for the care and education of pupils age 3-4 within the FS1 setting with specific responsibility for a group of up to 8 children.

1. **MAIN DUTIES:**

* **The keyworker** on a daily basis will be responsible for the care and education of pupils age 3-4 within the Foundation Stage (FS)1 setting with specific responsibility for a group of up to 8 children. To work as part of a team to promote the six areas of learning, as outlined in the Standards and Testing Agency/Department for Education (DfE) Curriculum Guidance for the Early Years Foundation Stage
* To bring together the cyclical process of Observation, Planning and Assessment, embrace the Key Person Approach to effectively compile children’s EYFS Profiles and comply with the key themes and principles of the Early Years Foundation Stage (EYFS) (DfE 2017).
* Engage in team work and assist other members of staff in the completion of their tasks as directed.
* Liaise with statutory/non statutory agencies in relation to, and in the best interests of the child (within the bounds of confidentiality and with parental permission).
* Attend regular team meetings to discuss the needs and interests of the children and plan next steps for learning.
* Work effectively in partnership with parents, carers and families keeping them informed about their child’s development and interests.
* Undertake routine tasks, for example, cleaning of resources and the preparation of cold snacks as determined by the class teacher.
* To plan and prepare daily snacks.
* To provide support for the swimming teacher on a weekly basis.
* To provide comfort to sick children and to administer first aid as appropriate. As well as assisting children with their toileting needs, where necessary.
* To keep confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
* To participate in, and be subject to, annual LEC Performance Appraisal Reviews.

1. **OTHER DUTIES:**

* In accordance with statutory requirements of the EYFS (DfE 2017), the Keyworker will commence a programme of continuing professional development and attend regular staff appraisals with the Headteachers/Deputy Headteachers to identify training needs.
* Perform additional duties commensurate with the grade and Headteachers/Deputy Headteachers right of directive.

1. **DRIVING OF DUTY VEHICLES**
2. The Job Holder is not required to drive duty vehicles.
3. The Job Holder is not required to operate Manual Handling Equipment (MHE) and hold the necessary qualifications.
4. **SHIFT WORK/ROTATING SHIFT WORK**
5. Regular shift work or rotating shift work is not a feature of this post.

**6. WEEKEND WORK AND/OR PUBLIC HOLIDAYS**

a. Regular work on any day of the week and/or Public Holidays is a feature of this post. Hornbill School follows a calendar set by Defence Children Service (DCS) and therefore may be open on some Bruneian and UK Public Holidays and staff is required to attend work on these days.

**7. ON-CALL DUTIES**

This post does not require on-call duties to be carried out.

**8. MEDICAL**

A medical examination is required for this post and a medical certificate needs to be shared prior to the commencement of any employment. Also, medical examinations may be required in accordance with Health and Safety and Fit to Work provisions or other relevant BFB policies.

**9. REQUIRED PROFESSIONAL QUALIFICATIONS/EXPERIENCE**

a. Essential:

* Encourage other staff and children to appreciate and value each other’s similarities and differences and teach them about the diversity in the immediate and wider community.
* Good communication skills, both oral and written (in English), include the ability to communicate effectively with a variety of agencies.
* Willingness to learn and undertake training.
* Ability to maintain confidentiality and practise safeguarding responsibilities.
* Ability to work well as part of a team and maintain a high standard in professional conduct.
* Ability to use an ipad to support your recording of children’s progress

1. Desirable

* Safeguarding Children
* Paediatric First Aid
* Food Hygiene Awareness Training
* At Least 1 years’ experience of working in Early Years
* National Vocational Qualification (NVQ) Level 2 or above

**10.** **COMPETENCIES**

Working Together

Improvement and Change

Planning and Managing Resources to Deliver Business Results

**11. HEALTH AND SAFETY AT WORK**

The wearing of Personal Protective Equipment (PPE) is not compulsory for this post.

**12. REDEPLOYMENT WITHIN THE GARRISON**

The **Job Holder** may be redeployed to any unit/department or temporarily detached to a different unit/department

13. CONFIDENTIALITY AGREEMENT

All successful candidates will be required to sign the LEC Security Declaration upon engagement.

All successful candidates will be required to sign the Hornbill School Confidentiality Policy upon engagement.

14. TRAVEL EXPENSES

The Job Holder is not entitled to payments for miles driven to and from place of work to residence. If the employee is required to perform his/her duties outside the area he/she will be entitled to travel claims in accordance with the Regulations for Locally Employed Civilians (RLEC) once prior approval has been granted.

15. ORGANISATION

The Job Holder’s position in the organisation is shown below, but may change due to reorganisation or a redeployment and addition to staff at any time without any notice.

Headteacher

Deputy Headteacher

Assistant Headteacher

Class teacher (Lead)

Keyworker

**Hours of Work: 22 hours per week for 195 days per year as per Hornbill School’s published timetable.**

**Job Holder’s Signature** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . **Date** . . . . . . . . . . . . . . . . . .

**Name** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Line Manager’s Signature** . . . . . . . . . . . . . . . . . . . . . . . . . . . . **Date** . . . . . . . . . . . . . . . . . .

**Name** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Appointment** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .