**Job Title**: Key Worker

**Accountable to:** The Den Manager

**Main Job Purpose**: To work as a Key Worker and as part of The Den team under the direction of the Manager to provide safe high quality education and care for young people.

Responsible for: Key Worker Allocated Children.

Main Duties:

* To assist with the planning of the curriculum
* To support the ethos of The Den and to create a welcoming and family friendly environment
* To help set up for the daily programme and to help tidy away at the end of the session
* To act as a keyworker to a group of children liaising closely with carers/parents and ensuring each child’s need are recognized and met.
* To advise the Manager of any concerns eg: Over children, parents or the safety of equipment, preserving confidentiality as necessary.
* To provide learning opportunities for children, offering an appropriate level of support and stimulation.
* To attend and participate in meetings and training course as required.
* To keep completely confidential any information regarding the children, their families or other staff.
* Keep up to date with observations and record keeping for the children that you are responsible for.
* To write a transfer record for each keyworker child when they leave the setting
* To keep up to date with and implementation all Trust Policies.

**Training and Development of Self and Others**

* Set personal targets and take responsibility for your own continuous development
* Be proactive in identifying training needs ensuring that they are appropriately met and that other staff members are active in their own personal CPD.