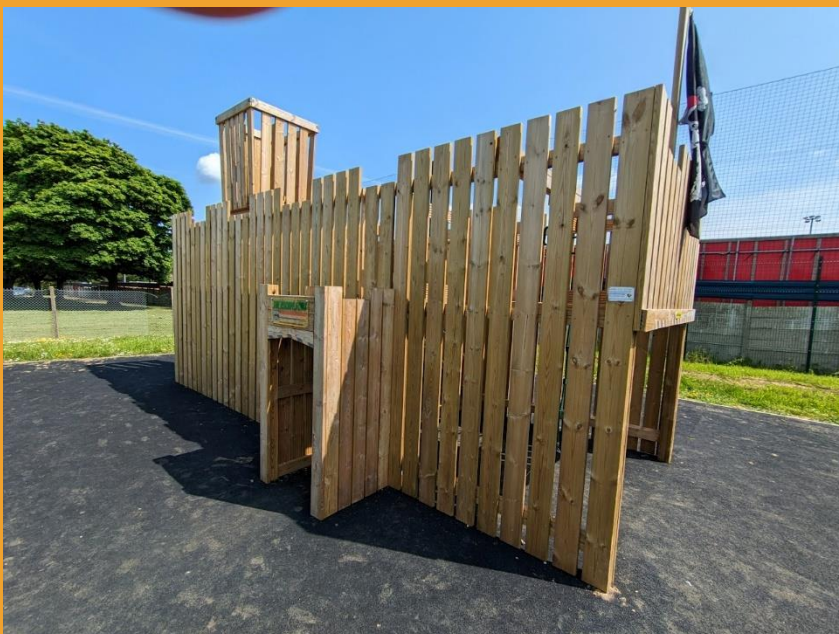


DPBS Practitioner (Dacorum Primary Behaviour Service)



Dear Prospective Colleague

Thank you very much for your enquiry regarding the position of DPBS Practitioner at DESC. This key position has recently become available and the Management Committee, together with the learners, parents and staff, are seeking the right person who has the qualities, skills and experience to join our outstanding provision.

Dacorum Education Support Centre is a unique organisation that works with young people who, for one reason or another, are not in mainstream education. We support the individual and their family and work together to achieve appropriate outcomes and secure a positive way forward for the future. We firmly believe effective relationships are key to effective learning.

Our mantra, **'Be the best you can be'** is echoed in all our work with young people, working with them to overcome their barriers to learning, re-engage them and support them in their next steps.

We believe that this post provides an excellent opportunity for a talented individual to be a part of a forward thinking and dynamic organisation.

We very much look forward to receiving your application.

Yours sincerely,

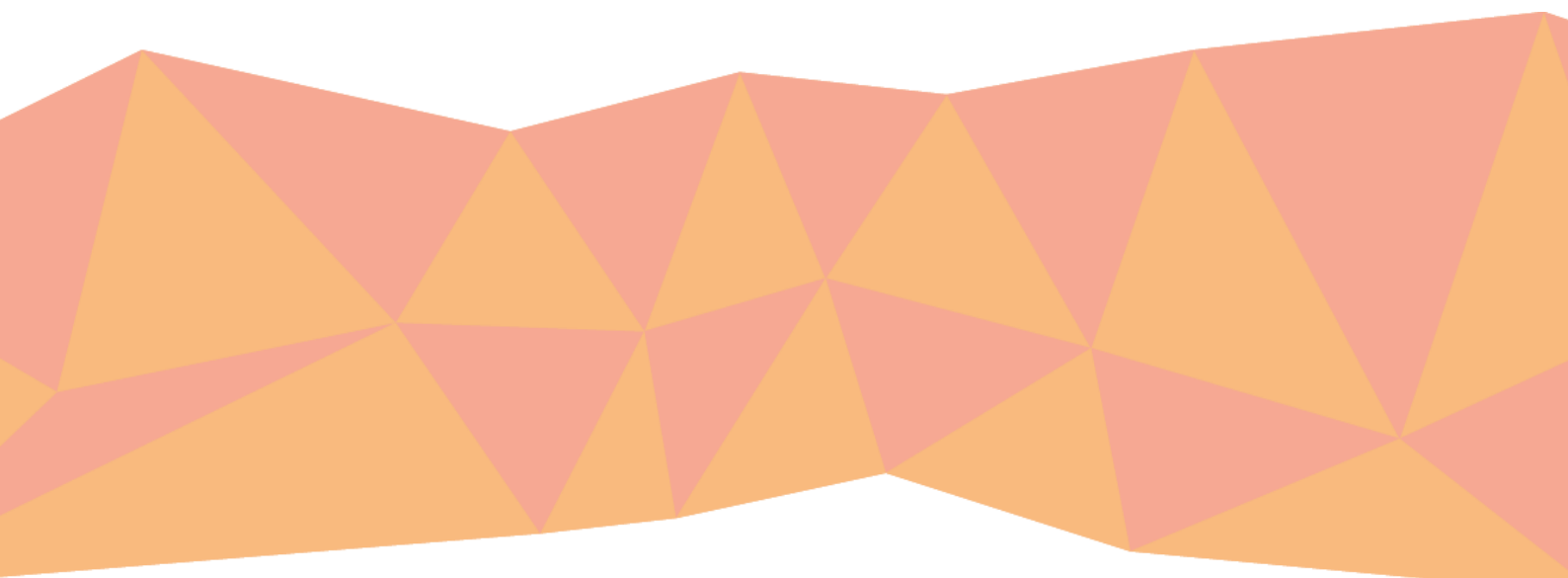


Naomi Walker
Co-Headteacher



Clare Winter
Co-Headteacher

*"Thank you for everything
you have done.
We appreciate your hard
work and kindness. You
are all amazing!"
Parent at DESC*



The Application Process

We hope that this application pack and our website www.desc.herts.sch.uk motivate you to apply.

Applications can be made by completing the application form through My New Term.

Visits are most welcome.

Please contact Clare Winter, Co-Headteacher on 01442 247476 Option 1 to arrange a visit.

The closing date for applications is 5th June at midnight.

Interview date: TBC

We encourage candidates to apply promptly, as the Centre reserves the right to close the advert should we feel able to appoint an appropriate candidate sooner.

DESC is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, medical clearance and enhanced checks carried out by the Disclosure and Barring Service

We are required to conduct online searches about all shortlisted candidates in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online. By submitting and signing your application, you acknowledge that such searches will be conducted as part of the shortlisting process.

We are committed to promoting equality and respecting diversity and welcome applications from all sections of the community.

DPBS Practitioner Salary Scale H6 rising to H7

The role is based at The Haven, Tenzing Road in Hemel Hempstead.

We welcome applications from both full-time and part-time candidates. Please note that the below availability is essential for this role:

12:30pm - 3:45pm (Mon/Tue/Thur/Fri)

12:30pm – 5:00pm (Wed)

We have a rare and unique opportunity to join our dedicated team at The Haven, DESC's unique provision for primary aged learners.

This role is for a DPBS Practitioner (Dacorum Primary Behaviour Service) supporting the KS1&2 Coordinator, working alongside other practitioners. The DPBS is the on-site provision for primary behaviour support in Dacorum serving the 58 primary schools in the area led and managed by DESC.

This is a varied and interesting role. You will be working with the learners in small hub groups, delivering 1:1 interventions, supporting learners in outdoor learning, re-integrating learners back to school, liaison with schools and outside agencies and other professionals.

The rewards are huge:

- You get to be part of an outstanding organisation that is constantly evolving
- You will be a valued member of a friendly, caring and sharing team that work holistically and inclusively
- You will have access to excellent CPD opportunities
- You will have a direct impact on the future life chances of the pupils you affect

Our Centre is committed to safeguarding and promoting the welfare of the young person. This post is subject to an enhanced disclosure from the DBS.

Job Description: DPBS Practitioner

DESC is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, marriage or civil partnership.

Job Details

Post Title: DPBS Practitioner
Responsible to: KS1&2 Coordinator
Grade: H6 rising to H7

Core Purpose of the Job

- Providing support for learners' education, behaviour and welfare
- Support learners to develop confidence, self-esteem and improve attitudes to learning
- Support and prepare learners for reintegration into mainstream school

Duties and Responsibilities

- Supervise and provide individual support for learners, including those with identified special educational needs and those experiencing emotional or behavioural difficulties
- Under supervision, plan and deliver schemes of work from the teacher in charge
- Role model the behaviours and attitudes that we wish to instil in our learners
- Assist with the development of individual education, behaviour and risk management plans
- Give feedback to parents in person, or where needed, by telephone on a regular basis
- Undertake specific interventions with individuals or small groups
- Administer and assess routine tests or assessments
- Undertake administrative responsibilities for specific areas or the provision
- Work alongside staff in schools, INCo, SENCO and other professionals to facilitate the successful reintegration into mainstream school
- Act as link mentor for a number of the learners who attend The Haven, liaising with KS1&2 Coordinator for support when safeguarding issues or significant behaviour incidents need to be discussed
- Lead online and in-person review meetings with families and schools to provide updates on learners' progress
- Set and assess targets for key children, in liaison with the team
- Manage behaviour in line with our Behaviour Policy, using CPOMS where appropriate to record incidents
- Work and liaise with personnel from other support services and external agencies

Equalities

Be aware of and support difference and ensure that learners have equality of access to opportunities to learn and develop.

Health and Safety

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and report all concerns to an appropriate person

- Be willing to complete paediatric first aid training and act as Paediatric First Aider

- Prepare healthy snacks for children maintaining food hygiene standards.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure & Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

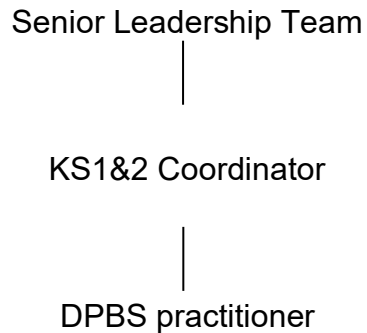
Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the Centre. All staff are required to participate in training and other learning activities, and in professional growth and CPD activities, as required by the Centre's policies and practice.

A car is essential together with the appropriate business insurance.

The position will be predominantly based at our Tenzing Road site but there will be times when work will need to take place at our Barncroft site.

Organisation Chart



Supervision

The job holder is managed by the KS1&2 Coordinator. The frequency of meetings is determined by the Centre's Professional Growth Policy and Practice.

No supervision of staff.

Contacts

The job holder works directly with teachers, deliverers and learners and has routine and regular contact with parents and carers and with external agencies and other professionals.

The duties and responsibilities listed above describe the post as it is as present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

DPBS Practitioner Person Specification

Please state, on the application form, how you meet the following selection criteria. Candidates will be shortlisted entirely on the basis of the extent to which they meet the criteria in their application form. **All elements are essential unless otherwise stated.**

Professional Experience, Abilities and Qualifications	Essential (E) Desirable (D)
Experience of working with hard to reach Young People	E
Good numeracy / literacy skills (minimum of grade C at GCSE or equivalent) in both English and Maths	E
An ability to manage learners' behaviour effectively	E
Good organisational skills, including the ability to organise a workload with conflicting demands when under pressure	E
An ability to work with accuracy when recording, sharing or reporting information	E
An ability to understand and respect the need for discretion, sensitivity and confidentiality	E
Be an excellent role model for staff, learners and parents	E
An ability to work effectively with individual learners or small groups and forge good working relationships with them	E
Ability to work constructively as part of a team, understanding roles and responsibilities	E
Be able to form positive professional relationships with both learners and colleagues	E
Ability to self-reflect and willingness to participate in development and training opportunities	E
Ability to adhere to policies, procedures and relevant legislation relating to child protection, health and safety , security, confidentiality, data protection and equal opportunities	E
Personal Qualities	
Enthusiastic, hard-working, creative, approachable and resilient	E
Solution-focussed and change-embracing	E
An ability to be flexible and adaptable	E
Good communication skills and interpersonal skills & sense of humour	E
Able to work within the DESC framework for equality, diversity and inclusion	E