



Dacorum Education
Support Centre

KS4 Centre Practitioner



**Key Stage 4 Centre
Barncroft Campus
Washington Avenue
Hemel Hempstead
HP2 6NG
T: 01442 247476
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**KS4 Practitioner
Recruitment Information Pack**

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Dacorum Education
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Dear Candidate,

Thank you very much for your enquiry regarding the position of KS4 Practitioner at DESC. We are seeking a talented individual to join our **four times Outstanding organisation**.

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 the key to effective learning outcomes.

Our innovative and responsive curriculum ignites the learning experience of all our learners. Our offer is linked to the passions, interests and aspirations of our learners as well as preparing them for a successful reintegration to mainstream, identifying specialist provision or supporting them in our Centre for the longer term.

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.

If you have the passion, skills, experience and persona to be the face of DESC we look forward to receiving your application.

Yours sincerely,

Sara Lalis

Sara Lalis
Executive Headteacher

"At DESC the young people are treated like adults and not kids, they are respected by staff"
Parent at DESC

Executive Headteacher: Sara Lalis, BA(Hons) PGCE NPQH **Head of Centre:** Dan Griggs
KS3 and The Haven: 30 Tenzing Road, Hemel Hempstead, HP2 4HS
KS4 Centre: Barncroft Campus, Washington Avenue, Hemel Hempstead HP2 6NG
Email: admin@desc.herts.sch.uk | **Tel:** 01442 247476 | www.desc.herts.sch.uk



The Application Process

We hope that this application pack and our website www.desc.herts.sch.uk ignites a passion sufficiently in you that you feel it important to apply for this post.

Applications can be made by completing the application form through Teach in Herts or visit our website www.desc.herts.sch.uk or email the form direct to jclark@desc.herts.sch.uk

Visits/discussions are most welcome. Please contact Naomi Walker on 01442 247476 Option 2 to arrange a visit.

Closing date for applications is Monday 1st July 2024
Interviews Wednesday 3rd July 2024

DESC is committed to safeguarding and promoting the welfare of our learners 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.

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

"I can say from the bottom of my heart if it was not for all of you I would not have been able to make all the progress I had made"
Learner at DESC

"The school is outstanding – my son's mental health has really improved and this has had a positive impact on family life"
Parent at DESC

KS4 Practitioner
Required September 2024
Salary Scale H6
34 hours per week Term Time plus 5 INSET days

Dacorum Education Support Centre is a vibrant and unique Pupil Referral Unit based on 2 sites in Hemel Hempstead working with learners across our 9 Dacorum secondary schools and 60 primary schools. We are seeking to appoint an enthusiastic individual to join our friendly and supportive team of dedicated professionals. This post will support learners by providing in-class support to improve attitudes to learning, self-esteem and behaviour.

Do you have:

- Experience of and a passion for working in a unique educational environment?
- The ability to form excellent professional relationships with learners, staff, parents and all stakeholders?
- Outstanding communication and interpersonal skills?
- Excellent administrative skills?
- A clean driving licence and own car?

Are you able to:

- Be an effective team player
- Work using your own initiative
- Be adaptable

Hours:

The normal hours of duty will be 34 hours per week and typically the working pattern will be similarly to below:

- Monday 8:30 - 3:30
- Tuesday 8:30 - 3:30
- Wednesday 8:30 - 5:00
- Thursday 8:30 - 3:30
- Friday 8:30 - 3:30

Probationary Period: New employees to the Centre will be required to satisfactorily complete a six-month probationary period of service.

Job Description: KS4 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

Responsible to: KS4 Centre Co-ordinator
Grade: H6

Core Purpose of the Job

- Provide support for learners' education, behaviour and welfare
- Provide support to subject leaders in the management of learners' behaviour and learning
- Support learners to develop confidence, self-esteem and improve attitudes to learning

Duties and Responsibilities

Support for Learners

- Establish good relationships with learners, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all learners, encouraging them to interact with others but also to act independently where appropriate
- Supervise and provide individual support for learners at unstructured times
- Role model the behaviours and attitudes that we wish to instil in our learners
- Undertake specific interventions with individuals or small groups
- Provide support for learners, including those with identified special educational needs and those experiencing social, emotional or behavioural difficulties e.g by giving time to listen to their concerns to enable learners to feel valued and respected
- Help with creating resources for learners
- Monitor and record progress of learners and write reports on learners as necessary
- Manage behaviour in line with our Behaviour Policy and ethos, using CPOMS where appropriate to record incidents
- Use ICT for learning activities and support learners to develop competencies and independence in the use of ICT

Support for Delivery Staff

- Support the deliverer in managing learner behaviour
- Use strategies, in liaison with the deliverer, to support learners in achieving learning goals
- Prepare the classroom as directed for lessons
- Support and help to maintain a purposeful, orderly, safe and supportive environment, in accordance with subject plans
- Support and complement the work of teachers by utilising administrative to complete the following:
 - Responding to individual needs by personalising resources for an individual or small group
 - Assisting with assessing, recording and reporting (including verbal feedback to deliverers and, on occasions, parents regarding student progress and attainment)
 - To administer baseline assessments, invigilate exams and undertake routine marking of learners' work
 - Supervise whole groups during the short-term absence of a teacher

Support for the Centre

- Ensure all learners have equal opportunities to learn and develop
- Contribute to the vision and ethos of the Centre
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Undertake administrative responsibilities for specific areas of the provision
- Fully participate yearly Professional Growth cycles
- Carry out other duties as may be reasonably requested by the Senior Leadership Team/Line Manager
- Work flexibly across both sites as required

Equalities

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

Health & 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

Disclosure & Barring Service

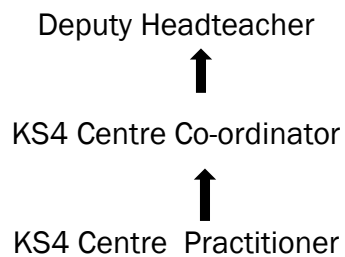
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks. Please 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 performance management and development, as required by the centre's policies and practice.

Organisation Chart



Supervision

- The jobholder is managed by the KS4 Centre Co-ordinator. The frequency of meetings is determined by the Centre's Performance Management Policies and Practice
- No supervision of staff

Contacts

- The jobholder works directly with teachers, deliverers and learners and has routine and regular contact with parents and carers and with external agencies and other professionals

KS4 Practitioner Person Specification

Please state, on the application form, in numerical order, 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. Please ensure that you address every aspect, in turn, and number them under each heading. **All elements are essential unless otherwise stated.** Where 'desirable' is stated, only comment if you have the appropriate skills or experience.

Professional Experience, Abilities and Qualifications	Essential (E) Desirable (D)
Experience of working with hard to reach Young People	E
Experience of working within an education setting	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
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
An ability to work effectively with individual learners or small groups and forge good working relationships with them	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