



## HERTFORDSHIRE COUNTY COUNCIL

### JOB DESCRIPTION

## RIVERS EDUCATION SUPPORT CENTRE

**JOB TITLE** : **DSPL3 PRIMARY OUTREACH WORKER**  
**REPORTS TO** : **Primary Behaviour Team Coordinator and Deputy Headteacher**  
**SALARY RANGE** : **H5 RANGE: H5.9 £17,358.36 to H5.14 £19,166.19 TERM TIME ONLY**

#### 1. Purpose of the Job

To work within the DSPL3 Primary Outreach Team to support the school in the management of pupil's behaviour in mainstream schools. **(DSPL3 – Delivering Special Provision Locally (area) 3). The DSPL3 Area covers East Herts: Bishops Stortford, Sawbridgeworth, Buntingford, Ware, Hertford and all surrounding villages**

To work with identified individuals and small groups

To offer behaviour strategies, support and advice as appropriate to schools, parents and other professionals

#### 2. Main Duties

**This position will require the candidate to hold a current valid Driver's Licence, as you will need to drive to mainstream schools in the DSPL3 Area to support pupils daily. The DSPL3 Area covers East Herts – Bishops Stortford, Sawbridgeworth, Buntingford, Ware, Hertford and all surrounding villages**

**The jobholder will be expected to carry out the duties listed below as required:**

- To work with a team of colleagues in developing strategies and to put agreed strategies into practice
- To work collaboratively with other adults and colleagues
- Work to ensure the maintenance of effective partnership with parents and carers to support and improve pupils' achievement and personal development
- To organise and lead meetings with parents, carers, mainstream school staff and external agencies
- To work collaboratively with other agencies through FFA, FFS etc to support pupils' achievement and personal development
- To support the development of successful behaviour strategies to meet the needs of all pupils.
- To be engaging and collaborative, building effective relationships with colleagues, students, parents, other professions and the community.
- To work cooperatively with staff and carry out duties as directed by the Coordinator.
- To manage on a daily basis, Outreach intervention work in mainstream schools, and / or support pupils in other settings with SEN and with identified special educational needs
- To ensure each child has a support plan which is maintained and reviewed regularly
- Within an agreed system of supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives
- Use ICT for learning activities and support pupils to develop competencies and independence in the use of ICT
- Carry out all administrative tasks and keeping all relevant information up to date as necessary
- Liaise with parents, carers, mainstream school staff and external agencies in order to promote the learning objectives of each pupil
- Any other duties as specified by the Headteacher
- Hold an outreach caseload and support young people in the context of their school, working with individuals, groups, parents and staff
- Contribute to the work of schools in:
  - developing a range of appropriate strategies in relation to the individual/young people at risk
  - developing in young people positive attitudes towards themselves, others and their learning
  - keeping formative and summative records of work carried out
- Devise, develop and deliver programmes for those young people at risk

- Work alongside the Assistant Headteacher, centre and school staff and other professionals to support the reintegration of individuals.
- Levels of service maintained, throughout remote working via MS Teams.
- To keep up to date with policy changes.

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

### 3. Job Context

This job is one of a set of Support Staff jobs whose evaluated pay grade is determined by the level of responsibilities. The set of job descriptions allows some employees to grow into the next job description provided:

- a) The centre has sufficient work of the right level that would justify the next job description
- b) and the jobholder has gained sufficient knowledge and skills, either through qualifications or through experience, to fulfil the duties of the next job description
- c) Equalities -Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
- d) 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
- e) 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 and Barring Service as part of Hertfordshire County Council's pre-employment checks
- f) Additional Information - The jobholder is required to contribute to and support the overall aims and ethos of Rivers ESC.  
All staff are required to participate in training and other learning activities, and in performance appraisal, as required by the centre's policies and practice.
- g) Responsibilities: To keep up to date with all training as instructed by the Primary Behaviour Team Manager.
- h) To attend and record all scheduled meetings

### 4. CONTACTS

The jobholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies. The jobholder must conduct themselves professionally and to represent the organisation in a professional capacity at all times (including all correspondences).

### 5. Knowledge, Experience and Training

- Experience of working with primary and/or secondary age children
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in English and Maths
- Understanding of the curricular requirements of the school, these to include statutory requirements
- Competence in the use of ICT to support teaching and learning
- Ability to work with a minimum of supervision and within a team
- Ability to manage pupils in a small group setting and 1:1
- Ability to demonstrate experience and knowledge of working with hard to reach and challenging and, occasionally volatile, young people who have barriers to learning
- Ability to set up relevant programmes would be beneficial
- Willingness to undertake further professional development
- Hold current driving licence, business insurance and own vehicle, as you will be required to travel between schools and, if necessary, to transport students

❖ **The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary. The DSPL3 Primary Outreach Worker works under the direction of the Primary Behaviour Team Manager, and is accountable to the Deputy Headteacher and the Headteacher who will delegate areas of responsibility as required. The Primary Behaviour Team Coordinator is responsible for the DSPL3 Primary Outreach Worker performance management. This job description may be amended at any time after full consultation, but in any case will be reviewed annually.**