



Dacorum Education
Support Centre

**KS1&2 Co-ordinator
Recruitment Information Pack**



**The Haven
30 Tenzing Road
Hemel Hempstead
HP2 4HS**

**T: 01442 247476 (option 1)
E: admin@desc.herts.sch.uk**

KS1&2 Co-ordinator Recruitment Information Pack

Contents

Letter from the Headteacher	3
Role	4
Application Process	5
Vacancy Advert	6
Job Description	7



Dear Candidate,

Thank you very much for your enquiry regarding the position of KS1&2 Co-ordinator 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 to break through barriers and re-engage young people in their learning and futures.

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 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.

We believe that this post provides an excellent opportunity for a talented individual to be a part of a centre willing to take risks, pushes the boundaries in developing an innovative approach and, as a result, is viewed as an evolving success story.

We very much look forward to receiving your application.

Yours sincerely,

Sara Lalis

Head Teacher

Role

'Be the best you can be'

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

This role is for maternity cover in the first instance for our KS1&2 Coordinator in the DPBS (Dacorum Primary Behaviour Service), however, the opportunities at DESC are endless and we foresee the person taking on this role developing further within the organisation depending on interest, experience and skillset.

The DPBS is the one stop shop for primary behaviour support in Dacorum serving the 60 primary schools in the area led and managed by DESC.

Key elements of the role will be to lead teaching and support staff with the learners in small hub groups, working with learners in groups, leading and supporting learners in outdoor learning, re-integrating learners back to school, liaison with schools and outside agencies and other professionals.



Dacorum Education
Support Centre

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 our application form and either email to jclark@desc.herts.sch.uk, complete the online application form through Teach in Herts or visit our website www.desc.herts.sch.uk for the job description, person specification and application form.

Visits are most welcome. Please call Emma McKenna Assistant Headteacher, on 01442 247476 Option 1 to arrange a visit.

Closing date for applications is Thursday 27th January 2022 at 12:00pm. Interviews will be held on Thursday 3rd February 2022.

KS1&2 Co-ordinator
Required after Easter break 2022
Salary Scale MPS/UPS + TLR

Can you perform miracles we do on a daily basis then you need to join our team of miracle workers at DESC. This role is for maternity cover in the first instance as our KS1&2 Coordinator in the DPBS (Dacorum Primary Behaviour Service), however, the opportunities at DESC are endless and we foresee the person taking on this role developing further within the organisation depending on interest, experience and skillset.

The DPBS is the one stop shop for primary behaviour support in Dacorum serving the 60 primary schools in the area led and managed by DESC.

The service offers on site provision for primary age pupils and in our brand new bespoke build "The Haven". Our aim is to prepare them for re-integration either to their referring school or into a new one. Full details of the role are in the attached Job Description.

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 get the benefits of our wellbeing programme
- You will have a direct impact on the future life chances of the pupils you affect
- and you get paid!!

We are a highly successful Education Support Centre judged Outstanding by Ofsted.

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.

Do pick up the phone and come in for a visit. Contact Emma McKenna, Assistant Headteacher, on 01442 247476 Option 1 to arrange.

To apply complete the online application form or send to Jill Clark, Dacorum ESC, Barncroft Campus, Washington Avenue, Hemel Hempstead, Herts HP2 6NG or email jclark@desc.herts.sch.uk

JOB DESCRIPTION

Post Title: KS1 and 2 (The Haven) Centre Coordinator and Curriculum Lead
Responsible to: Assistant Head

1.a) Purpose of the job

- i. To provide leadership and management of The Haven
- ii. To provide leadership and management of the KS1 and 2 curriculum and provision
- iii. To deliver high quality teaching and learning to pupils who are assigned to the post holder
- iv. To be an effective, supportive and enthusiastic member of the Extended SLT

1.b) Main duties

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions document.

Main areas of responsibility of the TLR:

- Be responsible for and lead the onsite provision of The Haven
- Ensure high quality subject and curriculum delivery through
 - i) monitoring quality and standards of teaching and learning at KS1 and 2
 - ii) developing and delivering schemes of work/baseline assessments/interventions
 - iii) contributing to centre planning and self evaluation
 - iv) providing professional support to other members of staff
 - v) advising on appropriate resources and materials
 - vi) leading appropriate professional development
- Appropriate deployment and management of the DPBS Practitioners and other Haven staff
- Support professional growth and line manage relevant KS1 and 2 staff
- Organisation and maintenance of the KS1 and 2 timetable in tandem with the Assistant Head
- Ensure the smooth operational running of The Haven
- Liaison with parents/carers, caseworkers, counsellors, parenting practitioners and other professionals
- Provide advice and strategies to primary schools and other professionals
- Plan and deliver reintegration support for children exiting the Haven
- Plan and deliver outdoor learning activities for KS 1, 2 and 3 learners
- Work in liaison with the safeguarding leads to record and share information

1.c) Equalities

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

1.d) 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

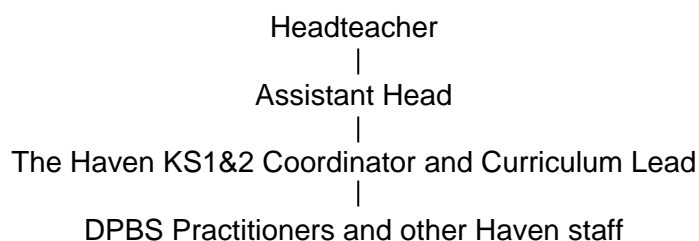
1.e) Disclosure & Barring Service

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.

1.f) 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.

2. Organisation Chart



3. Supervision

The post holder is line managed by the Assistant Head. The frequency of meetings is determined by the centre's professional growth policies and practice.

The post holder will be responsible for the supervision of KS1 and 2 staff.

4. Contacts

The post holder works directly with teachers, centre staff and pupils and has routine and regular contact with parents and carers and with external agencies and other professionals.

5. Knowledge, Experience and Training

- QTS
- Evidence of further CPD
- Experience in a range of educational settings and key stages, particularly at primary/early years level
- Experience and knowledge of working with hard to reach, vulnerable and challenging learners who have significant barriers to learning
- Experience of recording and reporting safeguarding matters.
- Safeguarding Level 2 desirable.

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.