



JOB TITLE	DSPL2 High Needs Worker / Level 2 safeguarding
	Peartree Spring Primary School, funded through DSPL2.
SALARY	HCC current Salary Scale
CONTRACT	Fixed Term to 16th July 2021
GRADE	H5
HOURS	35 hours per week term time (38 weeks) plus 6 weeks
REPORTS TO	DSPL 2 manager
LOCATION	Peartree Spring Primary School

JOB OUTLINE 1a) REASON JOB EXISTS

To support children and families with identified high needs (SEND) in this area. The post is an appointment with Peartree Spring Primary School but is funded by DSPL (Delivering Specialist Provision Locally).

1b) RESPONSIBILITIES

Support children and families across the DSPL2 area for all children by supporting transition between early years' settings and schools, (including in year admissions) providing advice and support where necessary.

To work with families, parents, carers and the school to enable children and young people, at risk of not achieving due to unmet needs, to have full access to educational opportunities and overcome the barriers to learning.

To provide targeted support to children and young people and their families with unmet need by:

Working with children, parents/carers in a school or home context building their engagement in the child's learning and supporting their parenting

- Providing appropriate intervention programmes for vulnerable children and their families
- Preventing needs escalating by referring to other specialist services
- Supporting the DSPL agenda, aligning with the Hertfordshire SEND strategy by:
- Meeting the needs of children and young people with special educational needs and/or disabilities (SEND), aged 0-25, as close to home as possible.
- Improving outcomes for wellbeing and attainment.
- Widening choice for children and parents/carers.
- Removing barriers to learning. Using resources effectively.

Provide support for referred children and families in early years and primary school settings.



Play an active part in DSPL, raising the profile of DSPL2, through liaison with schools and settings.
To work alongside other partnerships and DSPL2 to form a working group which will offer networking opportunities and a forum for planning and evaluation of work across DSPL2.

Plan and deliver appropriate support packages for identified children and families, involving early year's settings, schools, other agencies/professionals and parents/carers as appropriate.

Work as part of DSPL2 staff and school family workers to support children and their families.

Attend and liaise with the DSPL2 Primary behaviour service and provide support to these families where pupils are at risk of and may have been permanently excluded.

Provide clear evaluations and outcome monitoring for all work carried out.

To liaise closely with stakeholders including settings and school to collate, analyse and provide impact data for the DSPL2 board.

Provide information to families, signposting/referring them to the most appropriate services if necessary for additional support.

Adhere to policies and practices as set out by Peartree Spring Primary school.

To be an active staff member at Peartree Spring and support with school events and any other delegated tasks.

To deliver training and parenting programmes.

To play an active part in own professional development, including attending appropriate training.

To develop and enhance knowledge in relation to statutory policies and practice in SEND.

Be involved in appropriate networks that will support personal development and the development of improving outcomes of young people and their families with SEND across DSPL2.

Work in a flexible way to offer bespoke support for children, which may involve working in early year's settings, schools and family homes.

To take on a specific project to support and improve outcomes for children and their families across DSPL2, as advised by the DSPL2 manager.

To advise and inform parents/carers and school professionals about relevant local services and where appropriate make referrals to other agencies to access specialist support to increase their capacity to support their child's needs and access to education.

To liaise with other agencies including attendance and contribute to meetings and school reviews as appropriate.

To record, maintain and share data as appropriate including evaluation of outcomes following planned programmes of work and report back to the DSPL board.

Be a DSP and liaise with and work with Safeguarding professionals, including Children's Services. To ensure that any Safeguarding concerns are reported and referred following the school's Child Protection policy.



To attend any multi- agency meetings.

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.

The High Needs Support Worker may also undertake some or all of the following:

Undertake moving and handling activities as required.

1c) EQUALITIES

- Be aware of and support difference and ensure that children have equality of access to opportunities to learn and develop;
- Demonstrate a commitment to equal opportunities and anti-discriminatory practice.

1d) 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.

1e) 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 DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1f) ADDITIONAL INFORMATION

The post is subject to local government conditions of service.

Flexibility in the hours of work will be necessary in order to meet the needs of the service.

A full current driving licence must be held and post holder must have access to their own transport, for which a mileage allowance will be paid for travel as detailed in the Travel and Expenses Policy.

The post holder will be expected to accept any reasonable alterations that may from time to time be necessary.

1g) SUPERVISION

The post holder will report directly to the DSPL2 manager.

JOB CONTEXT

This post is in an area where relationships with other service providers, particularly health, are rapidly developing. The post holder must be innovative and enterprising in creating, maintaining and developing links with a wide variety of service providers in the statutory, voluntary and commercial sectors. The ongoing analysis of the local community's needs in regard to Special Educational Needs will lead to the post holder developing services which are directly provided or jointly provided or commissioned from external providers. The location of services will be appropriate to the needs of the community and include outreach work.



The successful development of DSPL2 will rely on a local targeted focus from a strategic plan. To ensure an integrated approach, the high needs worker will work in partnership with the DSPL to carry out their roles effectively. This means that all staff are expected to work in partnership with staff from DSPL2 so that services are co-ordinated across the town.

All employees of Peartree Spring Primary School have a responsibility to contribute to and to implement all its Policies and Procedures, especially those concerning Equal Opportunities, Confidentiality, Child Protection, and Health and Safety. Employees are expected to work within the ethos of the Group, have high standards of practice, and have a mature and flexible approach to the work.

<p>Knowledge</p> <p>Relevant training and qualified to a Level 3 Standard and knowledge and understanding of child development.</p> <p>Recent training and knowledge on Safeguarding and Child Protection.</p> <p>Knowledge and experience of using ICT including using a range of office software, including email, spreadsheets and databases and a range of monitoring and filing systems.</p> <p>Awareness of Health, wellbeing and safety.</p> <p>Awareness of keeping children safe.</p> <p>Awareness of Data protection and confidentiality.</p> <p>Knowledge of First Aid procedures.</p> <p>Understanding of the Schools ethos and values. A good knowledge of and experience in working with a range of children's service providers. Recent experience of working within or in partnership with a range of agencies.</p> <p>Clear understanding of the needs of vulnerable children and their families.</p> <p>Understanding of the needs of children with SEND as well as an understanding of the SEN Code of practice.</p> <p>Knowledge of Hertfordshire's SEN policy and practice and statutory services.</p> <p>An understanding of the Assess, plan, do review approach.</p>	<p>Competencies</p> <p>Excellent verbal and writing skills, sufficient to produce high quality presentations and reports and be accountable to the DSPL2 board.</p> <p>Excellent communication (written and verbal)</p> <p>Problem Solving skills.</p> <p>Active Listening skills and sensitivity.</p> <p>Resilience.</p> <p>Good organisational skills</p> <p>Experience of working independently and as part of a team.</p> <p>Competent in using ICT.</p> <p>Ability to plan appropriate activities and programmes for young children and their families.</p> <p>Flexibility, including the willingness to adjust working hours to meet the needs of all the group and ability to travel around the area.</p> <p>Ability to analyse and reconcile data related to job role from a variety of sources to support the</p>
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	<p>production of succinct development plans with clear progress measures.</p> <p>Be a self-motivator, able to prioritise caseloads and meet deadlines whilst under pressure, demonstrating resilience and an ability to maintain professional boundaries when working with families. Ability to engage and work in partnership with a range of professionals including Health, Schools and Social Care.</p> <p>Ability to identify and manage risk associated with working with families facing difficulties, including working on a one to one basis, in a group setting and lone working.</p> <p>Utilise a flexible problem solving approach with team and stakeholders including parents.</p>
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Other areas of responsibility

Some safeguarding activities may be delegated to deputies/assistant headteachers/Level 2 safeguarding staff, although the DSL will retain lead responsibility for the work of deputies/assistant headteachers/Level 2 safeguarding staff and will ensure it is completed to the highest standard.

*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 DBS as part of Hertfordshire County Council's pre-employment checks. **A NEW DBS WILL BE CARRIED OUT EVERY THREE YEARS.** Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

This role will be reviewed annually as part of the appraisal process

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.

Signed Date

Print Name