



JOB DESCRIPTION

POST TITLE: ENGLISH DEVELOPMENT SUPPORT WORKER
(TERM TIME ONLY; 70%)
POST NUMBER: WREQ1637
GRADE: HAY 11

JOB PURPOSE

To provide English development support to individuals or small groups of students within discrete English sessions at Functional Skills and GCSE level. The role will also involve supporting the students to improve their English within the vocational classes across the four College campuses.

DUTIES AND RESPONSIBILITIES

The person appointed will be responsible to the Subject Area Manager for English and Maths, and ultimately to the Head of English and Maths. They will also work very closely with the Faculty of Inclusive Practice.

- To work collaboratively with English Tutors to support and maximise student attendance, retention and success on English programmes.
- To support effective liaison with Faculties to maximise communication, support and development of English.
- To attend CPD sessions within English, and Inclusive Practice to support the development of English for all learners.
- To support the development of English for students in the classroom and vocational areas.
- To produce differentiated materials and resources according to student needs and their English development (e.g., visual aids, charts, posters, transparencies and student worksheets).
- To be competent with the use of assistive technology and associated programmes, and SPLD software.
- To ensure that Health and Safety Regulations, and all other policies and procedures in place are complied with at all times.
- To support individual students who are on 'at risk' requiring intervention to increase engagement.



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- To carry out other such duties and undertake all relevant training opportunities as required and as are commensurate with the grade of post.

HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONTACTS

Appropriate teaching and non-teaching staff throughout the College, but especially within the Faculty of Inclusive Practice. Also, the Local Education Authority, the public, parents/carers, schools and specialist agencies and medical/social welfare where necessary.

CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

SALARY

Hay 11 Scale, Points 14-17: £9,832.90 – £10,504.47 per annum.

HOURS

Hours of attendance: 25.9 hours per week.

SPECIAL NOTES AND CONDITIONS

The post is term-time only (38 weeks – academic year), working 25.9 hours per week. Holidays must therefore, be taken outside the terms of the academic year. The post holder may, on occasions, be required to work irregular hours.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent) including English Language and Mathematics. <i>All applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
Level 3 qualification in English.		✓
Sensitivity with a professional approach to the many and varied needs of learners with LDD.	✓	
Relevant successful learning support experience and a commitment to Inclusive Practice.	✓	
Highly motivated.	✓	
A flexible and responsive approach.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
To undertake appropriate staff training, as applicable.	✓	
Computer literacy.	✓	
A First Aid qualification, or the willingness to undertake a basic First Aid course.		✓
A willingness to undertake the college minibs drivers' assessment.		✓
Full drivers licence.		✓