



# JOB DESCRIPTION

**POST TITLE:** SUPPORT WORKER – AUTISM  
(TERM TIME ONLY)  
**POST NUMBER:** WREQ2096  
**GRADE:** HAY 11 SCALE

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## **JOB PURPOSE**

To provide high quality individualised support for individual and/or small groups of learners with Autism on a wide range of courses across the college. An understanding, working knowledge and previous experience of working with learners with Autism is crucial.

The post will also involve working collaboratively with teaching teams, external partners and the cross-college staff to ensure seamless transitions between courses, schools, colleges and partner organisations to ensure a high quality provision.

## **KEY RESPONSIBILITIES**

The person appointed will be responsible to the Specialist Support Practitioners, Lead Practitioners, and ultimately to the Head of Faculty for the following:

- To give practical and individualised support and guidance to learners on all programmes within the Faculty and across the College Curriculum to meet individual learning needs;
- To support the learners and tutors in the classroom setting if necessary, empowering their independence and developing strategies to overcome their difficulties;
- Differentiate resources appropriate to learning and assist learners in all areas of the curriculum by differentiating assignments and course materials as appropriate;
- Implement appropriate strategies and learning targets as part of the learners individualised support program;
- To assist in the development of, and to work within the college team, for delivery of programmes of study for learners with for learners on the autism spectrum;
- To liaise with outside agencies such as CAMHS & Positive step, parents, social workers, etc as appropriate under the supervision of specialist practitioners;

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- To aid in the production/creation of individualised learning plans according to learner need;
- To be able to refer to external agencies, such as Positive step, when the need arises;
- To be competent with the use of technology and associated programmes and software and to implement technologies in the learner journey;
- To ensure that Health and Safety Regulations and all other policies and procedures in place are complied with at all times;
- To adopt an innovative and creative approach to the support learners on the autism spectrum and employ strategies to empower and promote independent learning;
- Support learners with Autism by facilitating independent living activities, accessing the community, Social skills, independent travel and individual activities within the learners personalised programme;
- To work on an individual basis with learners in accordance with their Individual targets and encourage aspirational attitudes to learning;
- To carry out other such duties and undertake all relevant training opportunities as required and as are commensurate with the grade of post;
- Comply with Information Security requirements, in line with Weston College policy.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate 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.



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## CONTACTS

Appropriate teaching and non-teaching staff throughout the college, but especially within the Faculty of Image and 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:	£14,117.08 – £15,081.46 per annum (actual).
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## **HOURS**

Hours of attendance:	37 hours per week, term time only (38 weeks).
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## SPECIAL NOTES OR CONDITIONS

The post is term-time only (38 weeks – academic year), working 37 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.

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



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade C/4 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>	✓	
Sensitivity with a professional approach to the many and varied needs of learners with Autism.	✓	
Relevant successful learning support experience and a commitment to Inclusive Practice.		✓
Knowledge and skills in working with people with autism and associated and barriers to learning.	✓	
Highly motivated & empathetic to the needs of young people.	✓	
A flexible and proactive approach.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team and on own initiative.	✓	
Excellent communication skills and the ability to communicate in emotionally challenging situations.	✓	
To undertake appropriate staff training as applicable.	✓	
A minimum of a Level 2 Autism Practitioner Programme or the willingness to undertake.	✓	
A creative and innovative approach to supporting learners on the autism spectrum, with an understanding of the barriers of an educational environment.	✓	



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## FACULTY OF INCLUSIVE PRACTICE

The Faculty delivers a wide range of courses aimed at widening participation particularly for groups of people who might not otherwise access opportunities for learning. We are committed to meeting the lifelong learning needs and aspirations of learners through the development of an inclusive and progressive curriculum provision that supports learners in overcoming barriers to learning. We seek to address social exclusion by helping learners to become active citizens with a range of employability skills.

All areas within the Faculty achieve high levels of retention and achievement and the OFSTED in 2013 graded the LDD areas as Outstanding.

The Faculty currently consists of the following divisions:

- Foundation Learning
- Additional Learning Support
- HE and External Projects
- Weston Bay Residential Training Facility

The Faculty enjoys a high profile within the college and the community. There are strong links with local schools, Education and Health Authorities, Social Service, Bath Spa University College and other organisations.

The Faculty has a commitment to providing all learners opportunities to achieve their full potential by offering individualised programmes and high levels of additional support where appropriate.

Learners benefit from well qualified, experienced and dedicated staff, we have established an excellent recording for placing students on other Further Education courses, training and employment.

The success of the Faculty is based on a strong belief in teamwork and a staff commitment to a learner centred, quality experience.

**Sam Mayhew**  
**Head of Faculty**