



# JOB DESCRIPTION

**POST TITLE:** LEAD PRACTITIONER - ASPIRATIONS  
(MATERNITY COVER)  
**POST NUMBER:** WREQ1973  
**GRADE:** LECTURER SCALE

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## **JOB CONTEXT**

The Autism Provision at Weston College leads the field and is pro-active in informing the sector, sharing good practice and developing provision for learners. This specialist support provision is extended across all the teaching campuses at Weston College including Knightstone, South West Skills, Loxton and Weston Bay - the college's residential training centre.

Our aim is to provide specialist programmes which support learners to understand how their autism may impact on their learning and how they can work with specialist support teams to access a curriculum which addresses their individual needs, aspirations and vocational focus.

## **JOB PURPOSE**

The post-holder appointed will be required to work as part of a team developing and co-ordinating individualised programmes of support for learners on the Autism Spectrum accessing Weston Bay. The person appointed will be required to work within our Weston Bay Residential Training Facility and in partnership with all faculties across the college to ensure seamless transitions between courses, schools, colleges and other outside agencies.

Flexible working hours would include day, evening, night and weekend duties on a rota basis and the person may be called upon to undertake on call duty within the Residential Training facility

The post carries a teaching commitment and the person appointed will be a member of the Autism Management Team (AMT). An understanding, working knowledge and previous experience of working with learners on the Autism Spectrum within a residential provision is crucial.

## **KEY DUTIES AND RESPONSIBILITIES**

As post-holder, you will be responsible to the Autism Area Manager, and ultimately to the Head of Faculty, for the following:

- Lead, motivate and develop a team of specialist staff who deliver outstanding specialist support programmes to learners on the Autism Spectrum;
- Supervise and mentor Specialist Support Instructors, Welfare Officer and Support Workers as required;

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- Proactively develop and lead new initiatives to promote new ways of teaching and learning, stimulate innovation and co-ordinate the input of others (i.e. peers);
- Delivery appropriate staff development programmes as required;
- Organise, plan and deliver high quality individualised programmes of study in independent living skills, social skills and/or employability;
- Co-ordinate the RARPA Framework and APT qualifications;
- Organise and co-ordinate Education, Health and Care Plan referrals and learner centred review meetings;
- Develop effective collaboration and partnerships with college and external staff to develop individualised study programmes;
- Co-ordinate Initial Needs Assessments along with other appropriate assessments to establish support needs and develop individual support programmes;
- Co-ordinate the Additional Learning Support Funding documentation;
- Arrange and deliver transition programmes in and out of the college;
- Tutorship of learners, giving appropriate support to enable learners to achieve their goals including the completion of SOL, Individual Profiles and Lesson Plans;
- Devise resources appropriate to learning and assist learners in all areas of the curriculum by differentiating assignments and course materials as appropriate;
- Sharing good practice and inform course tutors, teams and employers on how to make the curriculum and/or workplace accessible for learners with Autism;
- Assisting in developing strategies to work with individuals and/or small groups and inform course teams;
- Assisting with the preparation of the learning environment;
- Maintaining learner records and complete all the necessary Additional Learning Support documentation; that meets the funding requirements and ensures high quality;

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- Contributing to course team meetings to monitor, review and evaluate the learner's progress;
- To keep up-to-date with current developments and funding requirements, adapting to changes in the field of learning difficulties and disabilities;
- Undertake a range of administrative tasks, to include that all appropriate auditable documentation is up to date and accurate.

## GENERIC DUTIES

In addition to the requirements of the post above, the post-holder is required:

- To complete all associated organisation/administrative work, preparation and marking;
- To deal with immediate learner disciplinary and welfare problems;
- To keep and maintain specified learner and class records;
- To place, prepare, develop and evaluate courses and course materials, and where appropriate supervise course provision;
- To assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements;
- To participate in Programme/School/College activities as requested, including parents' evenings/Open Evenings;
- To participate and undertake Staff Appraisal and in-service training based on an assessment of individual service needs;
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's health & safety procedures. This includes ensuring the appropriate records are kept and updated according to requirements;
- To comply with Information Security requirements, in line with Weston College policy;
- To be prepared to operate on a flexible year as required;
- To undertake such other duties as may be reasonably required commensurate with the grade of the appointment.

## SUPERVISORY RESPONSIBILITY

Specialist Support Practitioners, Welfare Officer and Support Worker.



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## **HEALTH AND SAFETY**

All members 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.

## **CONDITIONS OF SERVICE**

The College standard Contract of Service for Academic staff applies.

### **SALARY**

Lecturer Scale, Points 1-6: £23,604.00 to £31,169.00 per annum.

### **HOURS**

Hours of attendance: 37 hours per week.

Annual leave: 355.5 hours per annum, inclusive of statutory bank holidays and company closures.

*The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

As a representative of Weston College, you will be committed to developing your skills in using technology to enhance learning, including use of the Virtual Learning Environments and classroom equipment.

## **SPECIAL NOTES AND CONDITIONS**

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post.

The post holder may be required to move between sites on either a permanent or temporary basis.

***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 or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
LDD specialism e.g. Foundation Degree or other specialist qualification.	✓	
Teaching qualification. <i>All candidates for teaching posts must possess a recognised teaching qualification, specialist degree or be prepared to gain this (with the assistance of the College) a qualification within the first two years of service.</i>	✓	
Relevant successful learning support experience.	✓	
Knowledge and understanding of learning difficulties and disabilities and how these may affect the way learners learn.	✓	
Knowledge and experience of current learning strategies.	✓	
Skills in the development and implementation of individual learning programmes.	✓	
Working knowledge of Additional Learning Support funding.	✓	
Highly motivated and committed to developing the Additional Learning Support Area.	✓	
Excellent organisational and administrative skills.	✓	
Innovative and flexible approach to the delivery Additional Learning Support.	✓	
Excellent interpersonal skills and the ability to work as a team.	✓	
A willingness to undertake the college minibuss drivers assessment.		✓



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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**