

JOB DESCRIPTION

POST TITLE: SUPPORT WORKER - PROFOUND & COMPLEX
LEARNING DISABILITIES (TERM-TIME ONLY)
POST NUMBER: WREQ2100
GRADE: HAY 11 SCALE

JOB PURPOSE

As a Support Worker, you will provide support for individual students with a wide range of Learning Difficulties and or Disabilities (LDD) as well as those with Profound and Complex Learning Disabilities (PCLD) who may present challenging behaviour within the Sensory Learning Base. In addition, you will be required to provide differentiation of materials and equipment support to staff within Foundation Learning.

KEY DUTIES AND RESPONSIBILITIES

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

- To give practical and or personal care support and guidance to learners on all programmes within the Faculty and across the College Curriculum to meet individual learning needs.
- To support the students and tutor in the classroom, community or workshop being undertaken.
- To give practical and or personal care and assistance as necessary to learners with learning difficulties during break periods and lunch times when teaching staff are not on duty; movement in and around the college; use of college amenities (toilet, washroom, refectory, library, Student Union facilities, college elective programme) and to prepare travel arrangements at the beginning and end of the daily session.
- To assist in the development of, and to work within the college team, for delivery of programmes of study for students with LDD and or PCLD.
- To maintain financial records relating to residential exercises and activities and associated petty cash functions.
- To participate in residential activities.
- To liaise with outside agencies, parents, social workers, etc. as appropriate under the supervision of the personal tutors.
- To produce differentiated materials according to student need, e.g. visual aids, charts, posters, transparencies and student worksheets.

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- To be competent with the use of technology and associated programmes and software.
- To operate audio or visual aids equipment and assistive technology as required.
- 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 work placements where appropriate.
- To work on an individual basis with students in accordance with their Individual Learning Plan.
- To carry out other such duties and undertake all relevant training opportunities as required and as are commensurate with the grade of post.

GENERIC DUTIES

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

- 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 undertake such other duties as may be reasonably required commensurate with the grade of the appointment;

SUPERVISORY RESPONSIBILITY

None.

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.

JOB DESCRIPTION

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 Support staff applies.

SALARY

Hay 11 Scale, Points 14-17: £14,117.08 to £15,081.47 per annum (actual).

HOURS

Hours of attendance: 37 hours per week, term-time only (38 weeks).

SPECIAL NOTES AND 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.

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>	✓	
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.	✓	
Knowledge and Skills in working with people with learning difficulties and/or learning disabilities, challenging behaviour and barriers to learning.	✓	
A relevant learning support qualification or a willingness to undertake.	✓	
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 minibuss driver's assessment.		✓
Full driver's licence.		✓



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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.

Learners are empowered to understand their disability impact, by developing strategies to accommodate their differences and inform others how they learn best as well as developing their understanding of autism. This approach lessens their dependency on others and therefore sustains their future independence.

Learners benefit from highly qualified, experienced and dedicated staff, we have established an excellent recording for placing learners 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.

We hope you feel encouraged to apply and wish you success with your application.

Sam Mayhew
Head of Faculty