JOB DESCRIPTION

POST TITLE: SPECIALIST SUPPORT PRACTITIONER (MENTAL HEALTH)
POST NUMBER: WREQ1643
GRADE: LECTURER SCALE

JOB PURPOSE

The person appointed will be required to work as part of the OLASS team, using their specialist knowledge to assist advanced practitioners, tutors and peer mentors develop and implement personalised programmes for learners with LDD/Mental Health Difficulties/Well Being. The person appointed will be required to provide support within all South West prisons.

KEY RESPONSIBILITIES

The person appointed will be responsible, to the Quality and Resources Director and ultimately to the Director for Strategy. The person appointed will undertake the following:

- assist with the induction programme to identify and support LDD/MH learners;

- support implementation of Initial Needs Assessments along with other appropriate assessments to establish support needs and develop individual support programmes;

- support and advise the Quality team regarding initiatives, processes and strategies to ensure an inclusive teaching environment;

- develop Personal Learning Plans to support learner journeys towards achievement of learning, PDB, resettlement and employment goals;

- work with tutors and peer mentors to plan learning activities for learners;

- ensure all administrative tasks and learner records are completed to evidence support and progress and ensure all appropriate auditable documentation is up to date and accurate to meet funding claim and audit requirements;

- devise resources appropriate to learning and assist learners in all areas of the curriculum by differentiating assignments and course materials as appropriate;

- arrange and deliver support and transition programmes;

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- teaching sessions as required such as specific units for teacher training and programmes to support learners;

- devise training programmes for both staff and learners as required;

- provide training and review sessions with tutors and peer mentors;

- assist in developing strategies and behaviour support plans to work with individuals and small groups and inform course teams;

- liaise with OLASS and prison staff to support offenders with LDD/MH/WB needs;

- monitor any Education, Health and Care Plans and confirm the statutory requirements are in place;

- share good practice and inform course tutors, teams and employers on how to make the curriculum and / or workplace accessible for learners with LDD needs;

- contribute to course team meetings to monitor, review and evaluate support strategies and learners' progress;

- keep up-to-date with current developments and funding requirements, adapting to changes in the field of learning difficulties and disabilities.

GENERIC RESPONSIBILITIES

In addition to the requirements of the post above, all members of the academic staff are required to:

- complete all associated organisation/administrative work, preparation and marketing;

- deal with immediate student disciplinary and welfare problems;

- keep and maintain specified student and class records;

- place, prepare, develop and evaluate courses and course materials, and where appropriate supervise course provision;

- assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements;

- meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures as well as all relevant policies and procedures in place;

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- be prepared to operate on a flexible year as required;

- undertake such other duties and all relevant training as may be reasonably required commensurate with the grade of the appointment.

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.

CONDITIONS OF SERVICE

The College standard Contract of Service for Academic Spine staff applies.

SALARY

Lecturer Scale 1-6: £23,486 - £31,014 per annum

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays.

The College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

OTHER

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 will be required to travel between sites.

Car Allowance £4200 per annum.

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 English Language and Mathematics. *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.*	✓	
MH Specialism e.g. Foundation Degree in MH or other specialist qualification.	✓*	
A professional qualification that is appropriate to the work.	✓	
Relevant successful learning support experience.	✓	
Knowledge and understanding of wellbeing and MH and how these may affect the way students 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.	✓	

*All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the College) a qualification within the first two years of service.