



# JOB DESCRIPTION

**POST TITLE:** SUPPORT WORKER – WESTON BAY  
**POST NUMBER:** WREQ1975  
**GRADE:** HAY 11

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## **JOB PURPOSE**

To provide support for individuals or groups of students on the Autism Spectrum within Weston Bay and on associated programmes. An understanding, working knowledge and previous experience of working with learners with Autism is crucial.

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

As part of the autism team you will be required to work flexible working hours which include day, evening, night and weekend duties on a rota basis.

## **KEY RESPONSIBILITIES**

- The person appointed will be responsible to the Specialist Support Practitioners, Lead Practitioners and ultimately the Head of Faculty for the following:
- To give practical and individualised support and guidance to learners on all programmes within Weston Bay to meet individual learning needs;
- To support the learners and specialist practitioners in the classroom, workshop or work placement as required, empowering their independence and developing strategies to overcome their difficulties;
- To differentiate resources appropriate to learning and assist learners in all areas of the curriculum by differentiating assignments and course materials as appropriate;
- To implement appropriate strategies and learning targets as part of learners individualised support plans and encourage aspirational attitudes to learning;
- To support learners with Autism throughout the day, evening and during the night which may include facilitating independent living activities; accessing the community; Social skills; Independent travel and individual activities within the learners personalised programme.
- To maintain financial records relating to residential exercises and activities and associated petty cash functions.



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- To participate in residential.
- To liaise with outside agencies, parents, social workers, etc. as appropriate under the supervision of specialist.
- To produce differentiated materials according to student need, e.g. visual aids, charts, posters, transparencies and student worksheets.
- To operate audio or visual aids equipment as required.
- To ensure that Health and Safety Regulations 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 Personalised programmes.
- To carry out other such duties as are 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.

## **CONTACTS**

- Teaching and non-teaching staff throughout the college and within the Faculty of Image and Inclusive Practice.
- There may also be contact with the Local Education Authority, the public, parents, schools and specialist agencies and medical/social welfare where necessary.



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## CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

## **SALARY**

Hay 11 Scale, Points 14-17: £16,922.00 – £18,078.00 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 5 days of your annual leave entitlement for efficiency purposes.

*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. <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.	✓	
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.		✓
A relevant Learning Support qualification or a willingness to undertake.	✓	
Highly Motivated.	✓	
A flexible and responsive approach.	✓	
Excellent organisational, communication and interpersonal skills.	✓	
Ability to work as part of a team.	✓	
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 minibus driver's assessment.		✓
Full Clean Drivers Licence.		✓
Undertake flexible working hours on a rota basis.	✓	



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## FACULTY OF INCLUSIVE PRACTICE

The Faculty of Inclusive Practice encompasses the following areas:

- Foundation Learning, which includes Entry, Level 1, Full and Part time courses for learners with LDD
- Weston Bay Residential Training Facility
- Additional Learning Support
- HE Programmes

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, University of West of England and other external 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 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**