



JOB DESCRIPTION

POST TITLE: ENGLISH AND/OR MATHS DEVELOPMENT
SUPPORT WORKER (TERM-TIME ONLY)

POST NUMBER: WREQ3018

GRADE: HAY 11

JOB PURPOSE

To provide English and maths development support to individuals or small groups of students within discrete English and maths sessions at Functional Skills and GCSE level. The role will also involve supporting the students to improve their maths and English within the vocational classes across the four College campuses.

KEY TASKS AND DUTIES

The person appointed will be responsible to the Subject Area Manager for English and maths and ultimately to the Head of English and Maths. They will also work very closely with the Faculty of Inclusive Practice.

- To work collaboratively with English and maths tutors to support and maximise student attendance, retention and success on English and maths programmes.
- To provide English and maths class cover and small group intervention if and where required.
- To support effective liaison with Faculties to maximise communication, support and development of English and maths.
- To attend CPD sessions within English and maths and Inclusive Practice to support the development of English and maths for all learners.
- To support the development of English and maths for students virtually, in the classroom and vocational areas.
- To produce differentiated materials and resources according to student needs and their English/maths development, e.g. visual aids, charts, posters, transparencies, and student worksheets. This should include digital resources.

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- To be competent with the use of assistive technology and associated programmes and SPLD software.
- To ensure that Health and Safety Regulations and all other policies and procedures in place are complied with at all times.
- Comply with Information Security requirements in line with College policy.
- To support individual students who are on 'at risk' requiring intervention to increase engagement.
- To carry out other such duties and undertake all relevant training opportunities as required and as are commensurate with the grade of post.

SUPERVISORY RESPONSIBILITY

None.

CONTACTS

Appropriate teaching and non-teaching staff throughout the College, but especially within the Faculty of Inclusive Practice. Also the Local Education Authority, the public, parents/carers, schools and specialist agencies and medical/social welfare where necessary.

HEALTH AND SAFETY

All 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.



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CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

SALARY

Hay 11 Scale, Points 14 – 17: £7,170.32 to £7,616.23 per annum (actual)

HOURS

Hours of attendance: 18.5 hours per week, term-time only.

SPECIAL NOTES AND CONDITIONS

The post is term-time only (38 weeks – academic year), working 18.5 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.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

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.

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	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
Level 3 qualification in either English or maths as a minimum.		✓
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.	✓	
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 minibus drivers' assessment.		✓
Full clean drivers' licence and access to own transport.		✓