

# JOB DESCRIPTION

**POST TITLE:** SUPPORT WORKER - FOUNDATION LEARNING  
(RE-ENGAGEMENT PROGRAMMES)  
**POST NUMBER:** WREQ4001  
**GRADE:** HAY 11

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## JOB CONTEXT

The Specialist Provision at Weston College leads the field and is pro-active in informing the sector, sharing good practice and developing inclusive provision for all learners.

Our aim is to provide high quality programmes which support learners to understand how their barriers impact on their learning and how they can work with the specialist SEND teams to access a curriculum which addresses their individual needs, aspirations and vocational focus. We are looking for a highly trained and experienced support workers to join the SEND provision to ensure learners with SEND, empowering learner's independence, setting high expectations and creating a culture that enables learners with SEND to excel.

## JOB PURPOSE

To provide high quality individualised support for an individual and/or small group of learners who need high levels of support to re-engage in education in order to progress onto a wide range of courses across the college and/or employment. An understanding, working knowledge and previous experience of working with learners with SEND/barriers to learning is crucial.

The post-holder will contribute to the provision of a safe, healthy and inclusive environment for learners who have identified SEND and/or are at risk of becoming NEET. The role will require working in partnership with specialist practitioners, parents/carers and external organisations to ensure learners access high quality inclusive support.

The post will also involve working collaboratively with both Foundation Learning teaching teams, cross college lecturers, external partners to ensure seamless transitions between courses, schools, colleges and partner organisations to ensure a high-quality provision. You may be required to work within a wider Multi-agency Team liaising with and attending multi-disciplinary training sessions.

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The successful candidate will work well collaboratively and will be open minded and keen to learn from the experiences of other SEND Practitioners. They will be capable of working independently, prioritising and organising their own workload appropriately. Candidates should be dynamic and enthusiastic.

## KEY TASKS AND DUTIES

The person appointed will be responsible to an identified line manager within the area, the Subject Area Manager and ultimately to the Dean of Faculty for the following:

- To provide individualised practical and/or personal care support to learners on all programmes within the Faculty and across the curriculum to meet individual learning needs;
- To support the learners on a 1:1, small group basis both within the classroom, community or workshop environment under the direction of SEND Specialist Practitioners;
- To work on an individual basis with learners in accordance with their individual targets and encourage aspirational attitudes to learning;
- To be competent with the use of technology and associated programmes and software and to implement digital technologies to empower independence;
- To give practical and or personal care and assistance as necessary to learners with 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+ facilities', college elective programme) and to prepare travel arrangements at the beginning and end of the daily session;
- To implement individualised Support plans and/or Health Care Plans in agreement and collaboration with all parties, monitoring as required;
- To seek and receive advice and support from SEND Specialist Practitioners, External Professionals as appropriate;
- To support the learners and tutors in the classroom setting if necessary, empowering their independence and developing strategies to support their learning and independence;
- At times there may be a need to escort named learners to and from home to College and provide mobility training;

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- To ensure that Health and Safety Regulations and all other policies and procedures in place are complied with at all times;
- Participate in regular supervision and mentoring, taking part in regular CPD to enhance understanding of SEND and inclusive practice;
- To carry out other such duties and undertake all relevant training opportunities as required and as are commensurate with the grade of post.
- Comply with Information Security requirements, in line with Weston College policy.

## **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.

## **SPECIAL NOTES OR 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.



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## **CONDITIONS OF SERVICE**

The College standard Contract of Service for Support staff applies.

## **SALARY**

Hay 11 Scale, Point 17: £19,550.00 per annum.

## **HOURS**

Hours of attendance: Full time, 37 hours per week

*Weston 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 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.*

# PERSON SPECIFICATION

	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>	✓	
Relevant Level 2 Qualification and willingness to work towards Level 3.	✓	
Previous experience of working with SEND learners preferably in an educational setting.	✓	
A creative and innovative approach to supporting learners with SEND, with an understanding of the barriers of an educational environment	✓	
An understanding of and commitment to Inclusive Learning and Disability Equality.	✓	
Excellent organisational and administrative skills, including some basic ICT Skills.	✓	
Excellent interpersonal skills and the ability to work as a team.	✓	
Mental Health First Aid Qualification – or willingness to attend first aid course.	✓	
Excellent Communication Skills and the ability to communicate in emotionally challenging situations.	✓	
To undertake appropriate staff training as applicable.	✓	
Computer Literacy.	✓	

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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
- Centre for Excellence in SEND

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**

**Director of SEND – Faculty of Inclusive Practice**