

JOB DESCRIPTION

<u>Post Title:</u>	Specialist Support Practitioner – Autism
<u>Salary:</u>	Points 14-16 on the Sixth Form College’s Support Staff Scale, currently £24,932 - £26,471 per annum, pro-rata. (Actual amount - £21,142 - £22,447).
<u>Purpose:</u>	To deliver personalised support to individuals with autism to optimise their learning and well being at college, and prepare them for their next steps.
<u>Responsible to:</u>	The Principal through the Vice Principal (Curriculum & Quality), Head of Faculty.
<u>Liaising with:</u>	Relevant staff with cross college responsibilities, e.g. learning support staff, teachers within the department and the faculty, Personal Tutors and support staff.

Main Responsibilities and Tasks

Support for Students

- To offer 1-1 support to individuals with autism, which enables them to gain the skills, knowledge and understanding needed to successfully meet their goals.
- To use evidenced based approaches to support learning and wellbeing that are appropriate to a student with autism at this stage in their academic career.
- To use key information about the presenting needs of the student and contribute to the production of a Support Plan that is understood by the individual and clearly communicated to the teaching team.
- To model techniques and strategies that are effective and personalised.
- To monitor progress and provide feedback to the students in relation to academic progress and achievements, aligned to the college reviewing and examination cycles.
- To encourage student independence and autonomy through the use of learning conversations and positive behaviour support.
- To encourage students to interact with others as appropriate and in particular to encourage and support engagement with learning.
- To gauge the optimal level of support and balance between in and outside of class, the use of Apps and digital technology.
- To refer the student to all forms of support that the college can provide and in particular ensure planning for next steps to meet the 4 areas of Preparation for Adulthood.
- To have knowledge and experience of alternative communication techniques if required.
- To be responsible for promoting and safeguarding the welfare of young people within the college.
- To establish good relationships with students, acting as a role model by presenting a positive personal image and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all students.
- To encourage students to act independently as appropriate.
- To help prepare students on site for integration placement and on work experience placements.
- To support lunchtime clubs and sports activities.

- To maintain department displays to a high standard.
- To contribute to department resources.

Support for the College

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEND and inclusion and data protection -and reporting all concerns to the appropriate named person.
- To be aware of the 2014 SEND legislation and Equality Act 2010 in regards to supporting students welfare, progression and education.
- To assist with the supervision of students out of lesson time but during the college day, within contracted hours as necessary for their safety.
- To work in an environment where there is a varied intensity of demands from the students and where physical intervention may be needed to ensure the safety of the students or others.
- To plan, prepare and accompany teaching staff and students on visits, trips activities within contracted hours as required.
- To assist with the general pastoral care of students, including helping students who are unwell, distressed or unsettled and those experiencing emotional and behavioural difficulties.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To attend relevant meetings and participate in relevant training and performance development as required.
- To adhere to college health and safety policy including risk assessment and safety systems.
- To adhere to college policy on equality and diversity.
- To be aware of and comply with child protection procedures, health and safety, security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- To assist in maintaining high standards of health and safety at all times.
- To maintain good relationships with colleagues and work together as a team.
- To assist in the supervision of classroom and outdoor activities.
- To assist with the supervision of discreet groups of students for short periods when the teacher is not present.
- To contribute to the overall ethos/work/aims of the college.
- To be aware of and support difference and ensure all students have equal access to opportunities

Staff Development

- To undertake staff development where appropriate.

Deployment of Staff

- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To assist with the implementation of College quality procedures.

Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

Management of Resources

- To contribute to the maintenance of an attractive working environment in your area.

Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION: Specialist Support Practitioner – Autism

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

Experience	Essential	Desirable	Method of Assessment
Experience of working with Special Needs students, including those with social, emotional and behavioural difficulties.	✓		Application, Interview
Training or expertise in a relevant curriculum or other learning area (eg. ICT, numeracy or literacy)		✓	Application, Interview, Test
Experience of providing effect support that has smade an impact on progress and learning for post 16 students	✓		Application, Interview
Experience of having attended relevant training and having received accreditation as appropriate	✓		Application, Interview
Experience of contributing to individual support plans and working to targets		✓	Application, Interview
An understanding of the role of the role of a support professional and other professionals working in and outside of the classroom		✓	Application, Interview
Ability to use relevant technology e.g. iPads, pc, smart board, camera	✓		Application, Interview, Test
Skills and Knowledge			
Knowledge of the SEND Code of Practice and the colleges duties under the Equality Act	✓		Application, Interview
Good understanding of relevant policies, codes of practice and legislation in education settings, including safeguarding	✓		Application, Interview
Ability to liaise with Multi agency teams . e.g. physiotherapist, school nurses		✓	Application, Interview
Knowledge of autism and other specific learning difficulties/differences associated with neurodiverse profiles, such as dyslexia and ADHD	✓		Application, Interview
An appreciation of equal opportunities and a commitment to its implementation	✓		Application, Interview
Knowledge of the learning processes and effective strategies that support teaching and learning	✓		Application, Interview
An understanding of health and safety, and child protection issues	✓		Application, Interview
An awareness of the needs of students with general learning difficulties	✓		Application, Interview
An awareness of a range of strategies to support students with emotional and behavioural difficulties	✓		Application, Interview
Ability to deliver and plan support to enhance students independence and progression	✓		Application, interview
The ability to communicate well, both verbally and in writing	✓		Interview, Test
Ability to work collaboratively with other staff in the class and whole college setting	✓		Interview
Ability to use ICT and other relevant technology to support learning	✓		Interview, Test
Excellent ICT skills		✓	Application, Interview, Test
Able to work creatively and sensitively with students	✓		Interview
Able to form effective working relationships with parents and other professionals	✓		Interview
Evidence of commitment to Continuous Professional Development	✓		Application Interview
Demonstrate a commitment to collaborative and cooperative working with colleagues	✓		Application Interview

Qualifications			
To hold a relevant qualifications, related to post 16 special education needs/ SEND. This can cover SEND in general with units of learning focused on autism/ASC or a specialist autism qualification.	✓		Application, Interview
GCSE Literacy and numeracy minimum or Level 2 functional skills.	✓		Application, Interview, Test
A clean driving licence with D1 category		✓	Application,
A recognised First Aid qualification		✓	Application, Interview
Attitude and Impact			
Positive and Enthusiastic	✓		Interview
Ability to use initiative	✓		Interview
Ability to remain calm under pressure and able to adapt to change quickly	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Excellent communications skills	✓		Interview
Able to work within a team	✓		interview
Personal			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK) *	✓		Application, Interview
<i>* both will follow an initial offer of employment</i>			
<i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>			

SALARY AND CONDITIONS OF SERVICE

This post is intended to be permanent, working 37 hours per week, term-time only (0.848FTE). **You will however, on occasions, be required to work outside these hours to meet the requirements of the college.**

This is a full-time post but applications from individuals seeking job-share working arrangements are welcome. Please confirm on your application form if you wish to apply on a job-share basis, indicating your preferred days of work.

Start Date	ASAP
Closing date	Closing date for receipt of applications is 10am on Thursday 21st October 2021 . We will not be able to accept applications after this date, except in exceptional circumstances.
Salary	Points 14-16 on the Sixth Form College's Support Staff Scale, currently £24,932 - £26,471 per annum, pro-rata. (Actual amount - £21,142 - £22,447).
Interview date	It is anticipated that interviews will be held on the week commencing 1st November 2021 and candidates will be contacted by telephone/email. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Greater Manchester Pension Scheme (unless you opt-out).
DBS Clearance and safeguarding checks	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>