**School of Academic and Vocational Support**

### High Needs Autism Support Specialist Ref: ME2021031

### Job Description

**Location:** Booth Lane

**School:** Academic and Vocational Support

**Scale of Post:** Teacher Band B

**Subject Specialism/Expertise:** Knowledge and Experience ofsupporting students with Autism in both 1:1 and small group setting

**Responsible to:** Assistant Principal Academic & Vocational Support

**Responsible for: NA**

**Job Purpose**

To work within the Additional Learning Support Team to provide expertise, knowledge and understanding of Autism and how it impacts teaching and learning to benefit students and staff.

To assess the support needs of students with Autism both at pre-entry and on-course, and provide necessary support tutorials to high needs students, and/or students with Education Health and Care plans, to foster independent learning skills and enable students to participate in the wider college environment. The post holder will also be responsible for advising curriculum staff on the most appropriate teaching, learning and assessment strategies for students with Autism.

To work with the Assistant Principal for Academic and Vocational Support to oversee and review the support provision across college for students with Autism who have Education, Health and Care Plans and/or are High Needs Students.

**Expectations of the Post Holder:**

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and faculty targets within the College’s annual planning and staff performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all teacher practices.
2. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College’s existing and developing quality assurance systems.
3. Be committed to professional self-development, through participation in the College continuing professional development programme which includes industry based work shadowing, attending seminars, College staff development days and training events appropriate to the job role.
4. Comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
5. Support cross college events such as Open Evenings and Enrolment sessions when required.
6. Adhere to all College procedures.
7. At all times seek to serve the best interests of the College.
8. To provide cover for teaching and or related activities.

## Duties and Responsibilities

## Teaching

To undertake a teaching commitment as defined by the College, on average hours **855** hours per year during the academic year, either on or off site.

1. To assess the support needs of students with Autism who hold EHC plans or are classed as High Needs, and set and monitor SMART targets to track their progress. To carry out Annual reviews of support provision in line with EHCP guidelines, and to lead on termly reviews of students who access High Needs provision.
2. To plan learning programmes and Outcome Workshops in line with the Preparing for Adulthood agenda for 1:1 and/or small group Support sessions, and to guide the students through the learning process (target setting, action planning, review, progression).
3. To actively support Curriculum teams in the identification of support for students with Autism from interview to course completion.
4. To liaise with Curriculum teams to initiate, develop, implement, maintain and evaluate
* Identification of individual needs to include assessment and support
* The effective deployment of LSAs to provide in-class support
* Individual e-learning plans
* Produce risk assessments where necessary

1. To lead and assist in the preparation and sharing of information and appropriate strategies for supporting students with Autism
2. To advise Curriculum staff on appropriate Exam Access Arrangements for students with Autism.
3. To participate in team meetings and contribute to planning, development and review activities, including course review, self-assessment and other College QI procedures.
4. To undertake data checks as directed by Managers.
5. To promote Equality & Diversity and Safeguarding in teaching and learning.
6. To promote British values and PREVENT.
7. To participate in formal and informal lesson observation and appraisal.
8. To make a contribution to planning, development and evaluation of courses, course materials, assessments vehicles, either independently or as part of a team. .

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#### Student Recruitment and Support

1. To participate in student enrolment, by carrying out pre-course assessments of individual student support needs and recording this information to be shared with curriculum teams. To contribute to Open Evenings, parents’ evenings and similar events as required.
2. To work co-operatively with staff and teams in other areas of the college in order to ensure an effective service to students. To support curriculum staff by offering advice and guidance relating to individual student needs.

#### School Role

1. To work as part of the Additional Support team, contribute to Course Team reports and team meetings.
2. To respond effectively to queries from students, colleagues and outside organisations.

#### Marketing

1. To take part in marketing activities as appropriate.

#### Administration

1. To undertake necessary organisational / administrative work.
2. To ensure student registers are accurate.

## College Management Information System

1. To ensure that accurate, complete and up-to-date data is held on the corporate and local databases and other information storage and retrieval systems.

## Research and Consultancy

1. Where appropriate, undertake individual or collaborative research and consultancy work in consultation with the management of the Faculty.

The above list is neither exhaustive nor exclusive, and the post holder will be expected to undertake any other duties within his / her capability and experience.

**Other Information**

**Equal Opportunities**

The College is committed to the principle of equality of opportunity and requires that the post-holder adheres to the College’s Equality & Dignity at Work Policies. The aim is to ensure that no colleagues, learners, potential employees, governors, visitors or others are harassed, or receive less favourable treatment on the grounds sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**Training and Appraisal**

Opportunities for training are available to all members of staff, and you may be required to attend, from time to time, training courses concerning your employment. The College also operates an Appraisal System, and all members of staff are expected to take part in the process.

## Health and Safety

Under the Health & Safety etc. at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

**Safeguarding**

The College is committed to the safeguarding of all its students, staff and visitors and provides a safe physical environment. The College ensures safeguarding legislation and guidance are adhered to and considered when developing and revising policies and procedures. The College has policies and procedures in place to deal effectively with child protection and safeguarding issues as well as recording and monitoring processes. The College has a legal duty to ensure measures are in place to safeguard students from radicalisation and extremism and as such actively encourages the promotion of British values. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities and to promote values of openness, tolerance and facilitating free debate

## Data Protection

Computer information should only be accessed if this has been authorised and is necessary as part of the post holder’s work. Unauthorised action being taken, in accordance with the College’s disciplinary procedure, may lead to dismissal. The post holder’s attention is also drawn to the Data Protection Act 1998 and the Computer Misuse Act 1990.

Northampton College

**School of Academic and Vocational Support**

**High Needs Autism Support Specialist (Maternity Cover)**

**Person Specification**

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| **Requirements** | **Essential** |
| **Educational attainment** | * English and Maths at GCSE grade 4 (C) or above, or equivalent level 2 qualifications.
* A recognised qualification and proven experience in supporting students with Autism
* A recognised Level 4 teaching qualification such as Certificate in Education. PGCE or equivalent,

or willing to work towards from appointment of post. |
| **Knowledge, Skills and Aptitudes required** | * Proven ability to teach a range of levels.
* Current knowledge of requirements under the Equality Act 2010
* Current knowledge of the SEND Code of Practice 2014 and its relevance to F.E.settings
* Experience of teaching students with additional needs and challenging behaviour.
* Experience of embedding English and Maths.
* Strong IT skills and able to use Assistive Technology to support learning
* Proven ability to work both independently and collectively within a team and with a range of colleagues across college
* Excellent communication and interpersonal skills, both oral and written with the ability to work effectively with a wide variety of audiences both within and outside the college
* High level of organisational and administrative skills as required for this post.
* Understanding of the need for, and commitment to an excellent pastoral care system to support students in their academic activities
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| **Experience required** | * Relevant experience of working with students and young adults with Autism in school or college setting.
* Experience of assessing and supporting students with Autism
* Proven experience of implementing quality processes to ensure good teaching and learning.
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| **Personal qualities required** | * Emotional resilience in dealing with challenging behaviours.
* Flexible ‘can do’ approach and willingness to work outside of normal office hours when required
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| **Circumstances** | * Willingness and ability to travel between sites as part of the role
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| **Attributes** | * Demonstrable commitment to the values of the college [Passionate, Inclusive, Innovative & Optimistic], including its commitment to promoting equality and diversity in employment
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Northampton College

**School of Academic & Vocational Support**

**High Needs Autism Support Specialist FTE Maternity Cover**

**Conditions of Service**

**Contract:** Maternity Cover Fixed: 12/4/2021 – 7/3/2022

**How to Apply:** Applications should be submitted online via the Northampton College website

<http://www.northamptoncollege.ac.uk/working-for-us.html>

 **Interviews will be conducted remotely via Microsoft Teams**

 **Closing Date: Wednesday, (Noon) 10 March 2021**

 **Interview Date: Friday, 19 March 2021**

**Annual Leave:** Holiday entitlement will be prorate of53 daysper holiday year (1 September - 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year. (Entitlements are adjusted proportionately for part time roles).

**Hours of Employment: 37** hours per week, 52 weeks per year annualised hours.

 855 annual teaching hours

Job share will be considered for this post

**Salary:** £25,284 - £30,139 per yeardependent on skills and experience.

the last working day of the month. You will be required to have an account with a bank or building society, which can accept a direct credit transfer.

(See below detailed Teaching Band and Point description)

**Teaching Qualification:** If candidates do not currently hold a teaching or assessors qualification, they must undertake relevant training as a condition of appointment.

**Probationary Period:** 12 months.

**Location:** Staff are required to work on any site as required.

**Smoking:** A No Smoking Policy is in operation throughout the College.

**Termination:** 1 month’s written notice on either side during probationary period, 3 months’ written notice on either side after confirmation of appointment.

**Medical Report:** Upon appointment, you will be required to complete a Medical Questionnaire and may be required to undergo a medical examination.

**DBS Check:** An enhanced DBS check is required for all posts within the College before you start work.

**References:** The appointment is subject to two references, which are satisfactory to us.

**Appointment subject to:** The conditions of service as recommended by the Association of Colleges as adopted by the College’s Governing Body.

**Pension:** A pension scheme is in operation through the Teachers’ Pension Scheme. You will be automatically enrolled into the Teachers’ Pension unless you opt-out.

**Representation:** The College recognises UNISON, UCU and AMIE as the appropriate Trade Unions for raising matters of staff concern.

**Car Allowances:** A staff travel and subsistence policy is in operation at the College and staff travelling between sites and on College business can claim a mileage rate for using their car.

**Additional Employment: S**taff are not allowed to engage as an employee, consultant, partner, proprietor or director in any other business without the prior written consent of the Principal.

**NB:** The details shown under the heading “Conditions of Service” are for broad information only and must not be taken as a complete or authoritative statement. In no way do they constitute a contract of employment.

**Teaching Pay Band and Points**

The full contractual obligations of teaching staff are set out in the Contract of Employment. These duties may include, but will not be limited to:

**Band A, points 1-4**

* All forms of pedagogic work including classroom teaching, income earning courses, tutorial work and associated outreach duties, open and distance learning courses and learner placements.
* Associated organisational and administrative work, preparation and marking.
* Preparing and marking College devised examinations and other assessment procedures.
* Assessing and verifying duties, including formal internal verifying duties, as a member of a course team.
* Assessing learner work and providing constructive and developmental feedback.
* Maintaining all systems and records required to support the curriculum and learners.
* Assisting with work experience placements and, where necessary, visiting learners in the workplace.
* Contributing to marketing, publicity and public relations events.
* Participation in appropriate team and college meetings; course organisation including interviewing, advice and guidance, enrolment and induction, assessment and verification, examination entry and results, learner progress monitoring and reporting, destination monitoring, self assessment.
* Contributing to the College’s quality procedures and participating in continuous professional development.
* Collaborating with others to improve own performance.
* Participating in formal lesson observation and staff appraisal.
* Liaising with appropriate personnel with regard to cross college developments in matters relating to own specialism.
* Undertaking the role of a personal tutor as required.

New staff (with Band A level responsibilities) **without a teaching qualification** will start on a point between 1 and 3 and cannot progress until the teaching qualification is reached. Qualified staff delivering at this level of responsibility will start on point 4.

**Band B, points 5-8**

**In addition to the above, duties will also include:**

* Undertaking Course leadership as required.
* Taking responsibility for specific course organisation and curriculum development work.
* Making a contribution to planning, development and evaluation of courses, course materials, assessment vehicles, either independently or as part of a team.
* Being the agreed point of contact for a course.
* Disseminating curriculum and course administration information, as appropriate, to all members of the teaching team, learners and parents/guardians/sponsors.
* Liaising with the programme manager on assessment and verification procedures and implementing actions arising from internal and external verification reports.
* Advising the programme manager on curriculum developments and subsequent resource implications.
* Advising the programme manager of market needs related to course provision.
* Taking responsibility for compiling and maintaining a programme management file for a course.
* Convening appropriate course team meetings and taking responsibility for the implementation of actions.

*New unqualified staff appointed to take on these additional responsibilities and duties will start on point 5 and will not progress until they have achieved the relevant teaching qualification. New staff starting with a teaching qualification delivering at this level of responsibility will start from point 6 and progress throughout the band.*

**Band C, points 10-12**

**In addition to the above, duties will also include responsibilities such as the following:**

* More complex course co-ordination, involving course leading different qualification aims, modes of delivery and across delivery centres.
* Significant curriculum planning and development which may involve disseminating good practice to colleagues.
* Assisting a Programme Manager in the pursuit of his/her duties within a defined area.

*Teachers delivering at this level of responsibility will be paid in band 10-12.* ***Staff employed to take on duties commensurate to this band must hold a teacher qualification.***