



**Communication
Support Worker
RECRUITMENT PACK**
Horizon Community College

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We are very confident that the college will go from strength to strength.

Welcome



Mr Nick Bowen

Horizon Community College opened its doors in September 2012 with the challenging ambition of raising achievement to a level that would put the college among the top 10% of schools in the country. With an extremely positive Ofsted report describing the college as 'Good' in every category, achievement and attainment significantly above the national average and an enviable staff base, we are well on our way to achieving this.

We have a vision for redressing the imbalance, re-shuffling the pack and giving the young people of Barnsley a better hand – a better deal - breaking the 'vicious circles' of underachievement and low aspiration and transforming the lives of every young person.

Examination results have been consistently high since Horizon Community College opened. Success in the English Baccalaureate subjects: English, Maths, Science, Humanities and Languages means that the number of students achieving the English Baccalaureate is extremely high and significantly above the national average. Examination results in other subjects: the Performing Arts, Art, Photography, PE, RE, Computing, Textiles, Sociology, Business Studies are also exceptionally high. We are extremely proud of these achievements which place the school in the top 27% of schools in the country.



Mrs Claire Huddart

It is heartening to see so many students taking on leadership roles within the college and within the wider community. We want Horizon Community College to be at the heart of this community and the impact of community enterprise activities and the full car parks up to 9.30pm in the evening highlight just how far we have come in achieving this goal too.

New Year 7 students, who start in July rather than in September, benefit greatly from having their own 'school' within the college, where they spend most of their working week. In effect, Year 7 students attend the smallest secondary school in Barnsley, but have access to the best facilities in the country.



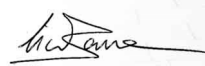
Mrs Margaret Gostelow

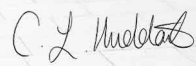
We want young people to leave Horizon Community College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of leadership and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area.

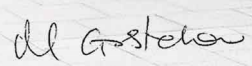
The following pages detail our Strategic Priorities and Learner Expectations and Attributes. To get a further insight into life at Horizon, [click here](#) for our latest College video.

We are proud of the professional development opportunities that exist for all staff. A full programme of CPD runs throughout the year. This is often tailored to the particular needs and stage of staff, from ITE, NQT, RQT through to leadership programmes. Where necessary we use external trainers with national profiles. For example, we are currently working closely with Gavin Clowes in our work on Kagan Co-operative Learning, and Mark Finnis around Restorative Practice.

We are extremely proud of what has been achieved within the first five years and hope you are as excited as we are about the next five. We trust this document provides you with the information you need.

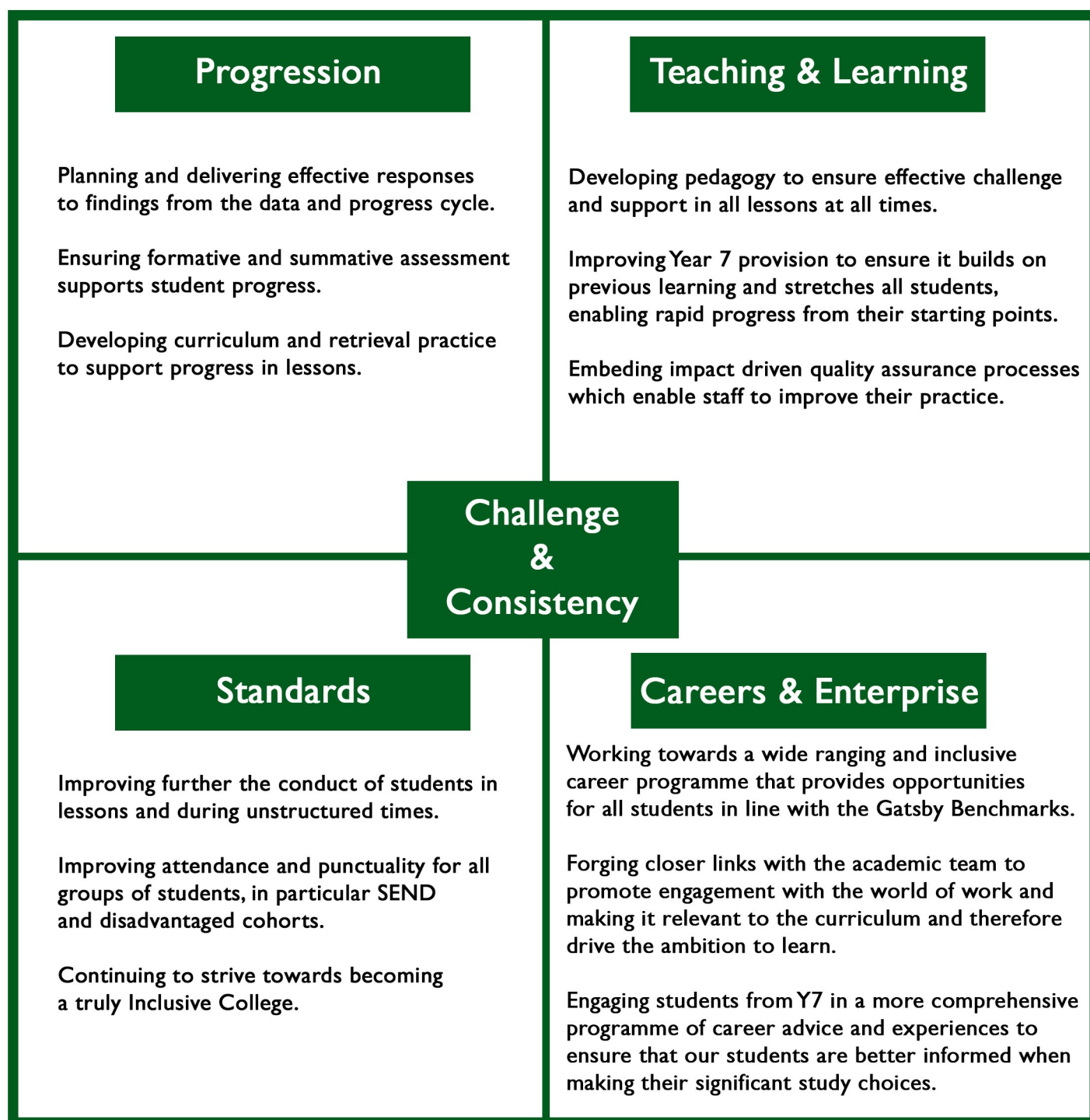

Nick Bowen
Executive Principal


Claire Huddart
Principal


Margaret Gostelow
Chair of Governors



Strategic Priorities 2018-2019



Our strategic priorities summarise our plans here at Horizon community college as we continue on the journey to achieve our ambition of being a school placed in the top 10% of all schools nationally and where students are positive role models.

Claire Huddart (Principal)

Learner Expectations and Attributes



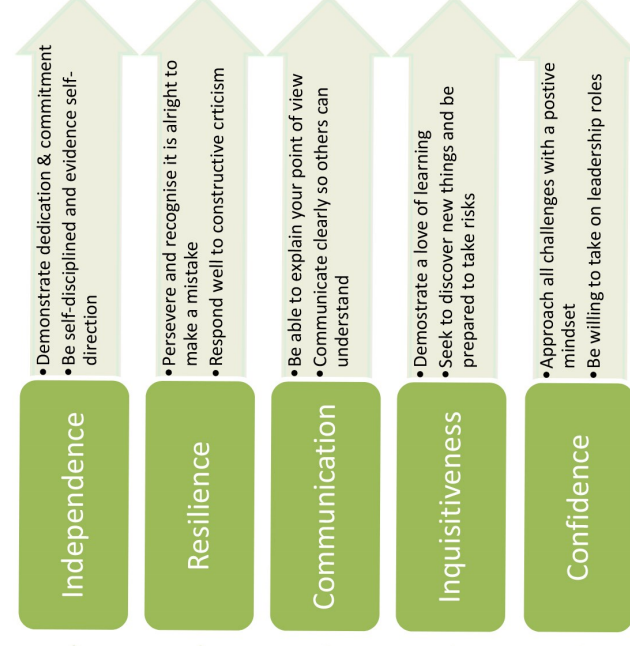
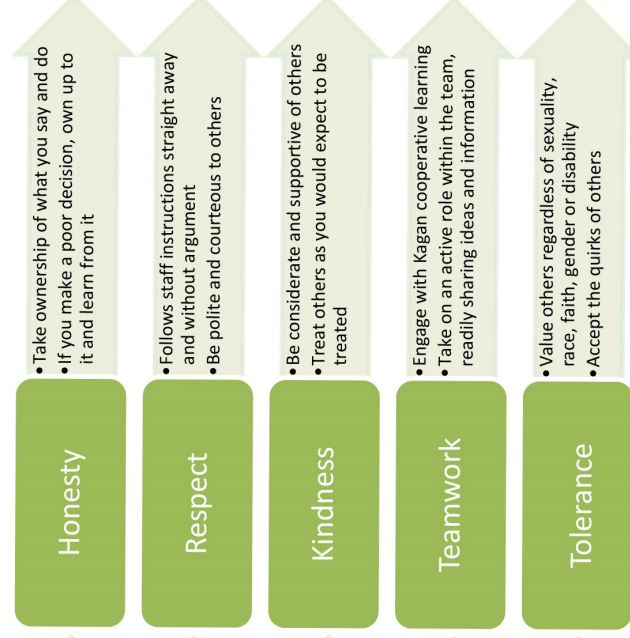
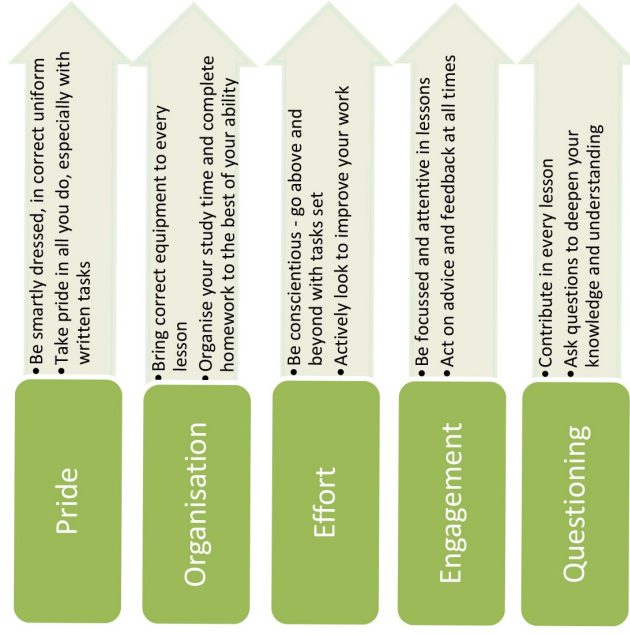
Expectations

Attributes

Approach

Relationships

Ready to Learn



4
Rarely meets expectations and demonstrates few of the attributes.

3
Sometimes meets expectations but is inconsistent, and demonstrates some of the attributes

2
Meets expectations most of the time and demonstrates some of the attributes.

1
Consistently meets expectations and demonstrates most or all of the attributes.

Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<http://www.horizoncc.co.uk/safeguarding/>

Communication Support Worker

Location: Horizon Community College, Barnsley

Salary: Grade 5 £9,512 - £10,431 (Actual salary pro-rata for term time only)

Hours: 20 hours per week, term time only

Type: Temporary for 1 year

Closing Date: Wednesday 18 July 2018

An exciting opportunity has arisen to join Horizon Community College and be part of our committed and inclusive Resourced Provisions.

As a Communication Support Worker you will provide support for young people and children with hearing impairments across Horizon's Primary and Secondary Resourced Provisions.

Excellent communication skills are essential along with a real understanding of, and working with, deaf and hearing impaired children and young people. You must also be qualified to at least British Sign Language Level 3 and possess excellent signing skills.

If you are a support worker who can enthuse, motivate and engage students and would like the challenge of working in a demanding and rewarding environment then we want to hear from you.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.

Job Description

Job Description

BARNSLEY

Metropolitan Borough Council

DIRECTORATE/DEPARTMENT: Children, Young People and Families	
SERVICE AREA: Horizon Community College	SECTION:

JOB TITLE: Communication Support Worker	
JOB REFERENCE NO:	GRADE: Grade 5

RESPONSIBLE TO:	Teacher in Charge
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EMPLOYEE SUPERVISION:	None
DATE AGREED:	BY WHOM:

Purpose of Post:

To work as a Communication and Support Worker for hearing impaired students across Horizon and Joseph Locke Resourced Provisions.

To work as part of a team in supporting hearing impaired students to have full meaningful access to a broad and balanced curriculum. This will entail working independently with children and their parent/carers individually or in small groups within the Resourced Provision.

To work alongside, train and teach service users British Sign Language

To assist service users in developing new or maintaining current communication skills. To assist carers, professionals, voluntary sector colleagues or support agencies in strategies to support students effectively.

Key Areas:

- To use the appropriate communication mode effectively (i.e. English / SSE/ BSL), reflecting the philosophy of the college.
- To discuss with staff the most appropriate means of conveying the curriculum and other information
- To participate in the delivery of in-service training to students and staff e.g. deaf awareness, signing skills
- To promote multi-agency working for students with a hearing impairment
- To promote awareness of deaf culture and deaf community
- To build and maintain links with community groups for deaf children
- To work collaboratively to help create 'deaf friendly' schools by working with the school staff and hearing peers of deaf pupils
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

Duties and Responsibilities

Classroom Support

- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Ensure optimum listening, watching and working conditions
- Use communication aids as appropriate
- Promote the inclusion and acceptance of all students
- Support students to understand instructions

Job Description

- Support the teacher in managing student learning behaviours, reporting difficulties as appropriate
- Facilitate students' interaction with others and engagement and access with learning activities
- Discuss with and explain a task to a child or young person
- Encourage and facilitate communication and collaboration with other class members or adults
- Adapt a task as outlined by the subject teacher and the teacher of the deaf. Be aware of student issues / progress / achievements and report to the teacher as agreed
- Undertake student record keeping as requested and other basic record keeping
- Prepare appropriate teaching materials
- Support literacy
- Provide sign language interpretation and support for educational visits
- Offer a flexible pattern of support as dictated by the needs of students and the nature of the activity.

Other Support

- Provide individual or small group support under the direction of the specialist teaching staff.
- Develop the use of sign language for students and their families, facilitating understanding of the structure and features of British Sign Language.
- Help to deliver pre-planned language or social programmes
- Ensure that specialist equipment used by students is functioning correctly
- Provide sign language interpretation for children and young people attending extra-curricular activities.

Additional Duties

- Encourage a positive attitude among students and staff to deafness and sign language through:
 - facilitating interaction with hearing impaired students
 - organising and leading deaf awareness/sign language clubs for students
 - organising and leading deaf awareness/sign language clubs for staff/parents
- Prepare appropriate resources, especially involving sign language
- Undertake administrative tasks related to the needs of the hearing impaired students
- Report observations made in class with respect to behaviour, attainment and progress, liaising with staff in school and in the SEND Team
- Maintain personal and professional development, to meet the changing demands of the job and participate in appropriate training activities
- Maintain an awareness of current thinking, research and relevant developments in the area of communication for hearing impaired children and young people in order to improve and further develop provision.
- Attend relevant team meetings.
- Participate in out of school activities which promote links with families and offer extended opportunities for students with a hearing impairment.
- Attend specific meetings and network with other Communication Support Workers, and share best practice, locally, regionally and nationally, as appropriate.
- Undertake flexible working hours and on occasions, as appropriate, work in the evenings.
- To operate and work within college policies and procedures.

Support for the College

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure every child is valued for who they are and that all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The 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

EMPLOYEE SPECIFICATION

The Council 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.

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Communication Support Worker

School: Horizon Community College

Grade: 5

Criteria No	Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
	Relevant Experience	Experience of working with children of relevant age in a learning environment.	Application form & Interview	Essential
		Experience of working with students with a hearing impairment	Application form & Interview	Essential
		Experience of delivering information and training	Application form & Interview	Minor
		Experience of working as a child support assistant or equivalent	Application form & Interview	Essential
		Working through a team approach	Application form & Interview	Essential
	Education and Training Attainments	Level 3 Sign Language CACDP	Application form & Certificates at Interview	Essential
		Willingness & ability to obtain &/or enhance qualifications &/or training for development in this post.	Application form & Certificates at Interview	Minor
		4 GCSEs A to C or equivalent including Maths and English	Application form & Certificates at Interview	Essential
	General and Special Knowledge	Knowledge of learning support strategies for students with hearing impairments	Application form & Interview	Essential
		Ability to use ICT effectively in relation to the post.	Application form & Interview	Essential
		The ability to work effectively and co-operatively with other staff, both specialist and mainstream, and with parents	Application form & Interview	Essential
		Full working knowledge of relevant policies/codes of practice/legislation.	Application form & Interview	Minor
		Understanding of Deaf culture	Application form & Interview	Essential
	Skills and Abilities	Flexible approach to work, as the post holder may be required to alter their hours to meet the operational needs of the College.	Application form & Interview	Essential
		Ability to relate well to children, young people and adults.	Application form & Interview	Essential
		Ability to work constructively as part of a team, and proactively and independently.	Application form & Interview	Essential
		Demonstrate good co-operative, interpersonal and listening skills.	Interview	Essential
		Demonstrate a commitment to working with children and young people	Application form	Essential
		Flexibility and willingness to accept change	Application form & Interview	Essential
		Willingness to share knowledge, expertise and experience	Interview	Essential
		Ability to prioritise conflicting demands and pressures.	Interview	Essential
		Ability to self-evaluate learning needs and actively seek learning opportunities.	Application form	Essential
		Approachable, courteous and able to present a positive image of the Service to others.	Interview	Essential
		Maintain confidentiality in matters relating to the college, its students, parents and carers	Interview	Essential
		Good interpersonal skills	Application form & Interview	Essential

Person Specification

		Evidence of a commitment to work in partnership with parent/carers/teachers and other professionals	Application form & Interview	Essential
		Good organisational skills.	Application form	Essential
		Ability to deliver in-service training, training to professionals in schools.	Application form & Interview	Minor
		Understanding of learning processes and in particular barriers to learning in relation to specialism	Application form & Interview	Essential
		An acceptance of and commitment to the principles underlying the Council's Equal Rights policies and practices. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995.	Application form	Essential
		Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties.	Application form & Interview	Essential
	Additional Factors			

Further Information

Should you wish to discuss the role further please contact us on 01226 704230.

Please read the [Guidance Notes for Applicants](#) before completing an application form.

This is an exciting and rewarding role and we look forward to receiving your application.

The Application Process

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.