



BARNET AND SOUTHGATE COLLEGE PROPOSED JOB DESCRIPTION

JOB TITLE:	Communication Support Assistant
POST REFERENCE:	CSA
SALARY GRADE:	Support Salary Scale 6 £26,881 - £28,556 per annum inclusive of London Weighting Allowance (pro rata)
HOURS:	22 hours per week, Term Time Only 38 weeks, 2 posts Permanent
PRIMARY LOCATION:	All main campuses
Responsible to:	Study Support Lead

PURPOSE OF POST:

- To provide support for hearing impaired student(s) to communicate with their teaching/support staff and other students in/out of lessons
- To facilitate optimal access to the curriculum by interpretation of spoken language and implementation of alternative teaching strategies and materials
- To support students with accessing all areas of the campus, enrichment and extracurricular support/activities
- To raise awareness and understanding of hearing impairment and build the profile of Communication Support within BSC and its community

Main Duties:

1. To be an active member of the Student Services Team
2. Be proactive in promoting the service.
3. Provide communication support appropriate to the individual needs to the student(s) as directed by the Study Support Leads and/or vocational tutors

4. Support student(s) by lip speaking, note taking and interpreting between spoken English and BSL.
5. Assist students in the classroom with the use of learning resources, including digital based resources, specialist equipment aids and adapting learning materials so that student(s) can understand them more easily.
6. Contribute to the creation of a bank of learning resources to support students.
7. Working with the Study Support Leads to plan activities to support students with their studies.
8. Establish and build relationships with young people which encourages and enables young people to enhance their learning experience.
9. To develop creative and effective ways to engage students.
10. To follow procedures accurately for the monitoring, assessment and recording of the students' progress and impact of work timely and in line with college requirements.
11. To ensure early intervention to support students at risk of failing to achieve, monitor, act/refer appropriately
12. Provide communication support in a way that facilitates students' language development.
13. Support student(s) in meeting specific targets as set out in their EHCP.
14. To draw up an agreed support plan with SMART targets with students, understanding the barriers, referring where needed, linking in with staff and the ILP to meet appropriate criteria.
15. To manage a caseload of students.
16. Have regard to for the student(s) general welfare, reporting concerns to curriculum, Study Support Lead and other relevant members of Student Services staff.
17. Promote student(s) independence skills in communication, learning and social skills within the college setting.
18. Promote neurodiversity and inclusion of deaf students within the mainstream classroom.
19. Assist with the provision and delivery of information on deaf awareness and communication issues.
20. Assist with the care and use of amplification equipment and other digital devices.
21. To work collaboratively with curriculum, Learning Support team and wider Student Services, sharing resources, planning and student strategies.
22. To contribute where appropriate to any multi-disciplinary discussion of the students' needs/progress, to contribute to informal reviews and annual reviews.
23. To participate in appropriate meetings, training or reviews to share good practice and strategies regarding support.
24. To participate in the Business Support observation scheme for group and 1:1 observations, to improve your quality of support.
25. Interpret, support and develop good exam techniques for students including assisting in providing support through exam invigilation and transcribing video clips
26. Provide qualitative and quantitative reports in a timely and appropriate manner to meet audit, Ofsted, Matrix and other inspections.
27. Work in accordance with relevant legal and ethical requirements e.g., keeping Children safe in Education, Working Together to Safeguarding Children, Mental Health Act, NICE guidelines, Equality Act, Health and Safety at Work Act and appropriate codes of professional conduct and practice (e.g., college staff code of conduct etc.)

28. Keep and collate accurate records on all students in accordance with GDPR legislation and ensure college systems are updated timely and accurately to reflect support provided and meet internal and audit purposes
29. To participate in college wide activities as required e.g., open days, enrolment etc.
30. Develop effective working relationships with internal and external partners, parents and guardians to meet the wider college's commitments.
31. To keep up to date with current trends and changes in the education field that could affect both role and service and support provided e.g. funding, legislation, exams, assistive technology etc.

General duties and responsibilities:

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

Person Specification
Communication Support Assistant

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
Qualifications	Relevant L3 qualification	E	A
	5-9 in English & Maths or equivalent	E	A
	BSL Level 3 Minimum (accredited by Signature/CACDP/iBSL)	E	A
	Communication Support Worker qualification or Deaf Studies Degree		
Experience	Proven experience in working with college systems such as Promonitor/EBS/databases and resolving issues with the systems	E	A/I/T
	Experience of monitoring student progress effectively to achieve positive outcomes	E	A/I
	Experience of promoting a service or subject	E	A/I/T
	Experience of working with people with additional support needs including High Needs	D	A/I/T
	Proven experience of cross team work and multi-agency working	E	A/T
Knowledge & Skills	Able to build and maintain effective relationships, particularly with staff, local authorities, parents and students	E	A/I
	Good understanding of the relevance of statistical data collection on the service for inspection and to meet college requirements	E	A/I
	Ability to understand and interpret numerical and statistical information	E	A/I
	Ability to form effective team working relationships internal and externally	E	A/I
	Ability to apply systems and processes to deliver required objectives	E	A/I
	IT literate with sound working knowledge of Microsoft Office and packages specific to role	E	A/I/T
	Evidence of high quality work to enable the continued achievement of service quality kite marks and college external accreditation	E	A

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
	Effective written and verbal communication skills at all levels	E	A/I/T
	Ability to manage and prioritise workload to ensure deadlines are met	E	A
	Ability to support students with digital and adaptive technology	E	A/I
	Attention to detail and accuracy		
	Ability to problem solve in an effective manner thereby achieving results	E	A/I/T
	Excellent organisational skills	E	A/I/T
	Ability to work with all levels of staff/customers within the organisation, internal and external customers and external bodies and individuals.	E	A/I/T
	Excellent knowledge of the specific barriers faced by students with a hearing impairment	E	A/I/T
	Clear understanding of the significance of equality of opportunity	E	A
Personal Attributes	Committed to own continuous professional development (please give information about your CPD during the past 2 years)	E	A
	To uphold and behave in accordance with the College's core values	E	A/I
	A professional and flexible approach to work with a commitment to work across campuses and late nights/Saturdays as required	E	A/I
	Demonstrate the willingness to travel and work at all College campuses as service requires	E	A/I
	Demonstrate the willingness to participate in cross college activities e.g. enrolment, open days as College requires	E	A/I
	High level of integrity, discretion and confidentiality	E	A/I/T