



CITY AND ISLINGTON
COLLEGE

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JOB DESCRIPTION

- A. TITLE OF POST:** Communication Support Worker (casual)
- RESPONSIBLE TO:** Head of Inclusive Learning/ Coordinator for Deaf Learners.
- GRADE:** Fixed Term/ casual
- SALARY:** £17.71 per hour
- CLOSING DATE:** 23rd October 2017

B. PURPOSE OF THE JOB

- To support deaf and hearing impaired students within a further education setting, using BSL sign language to facilitate learning.

➤ **C. MAIN DUTIES AND RESPONSIBILITIES**

1. Preparation for facilitating learning:

- Liaise with subject teachers and personal tutors regarding the needs of individual students
- Be familiar with schemes of work, lesson plans and individual student targets
- Adapt and modify curriculum materials and resources as appropriate
- Meet with students to check understanding of work covered/ to be covered during classes, as necessary
- Use communication strategies negotiated with the student/s (eg BSL, note-taking, lip speaking) to enable access to the wider college environment such as learning centres and cafeterias

2. In class:

- Use communication strategies negotiated with the student/s (eg BSL, note-taking, lip speaking) to enable access to the curriculum and effective communication between the student and the teacher, and the student and their peers
- Reinforce/ break down course content as appropriate
- Check students learning and comprehension of the course content by appropriate communication methods.

3. After class:

- Work with the centre Inclusive Learning Manager to ensure students benefit from any exam access arrangements they are entitled to.
- Maintain up to date records of student progress and attendance against targets
- Liaise with teachers to report on student progress
- Attend relevant meetings and reviews relating to individual students

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the college policy for equality of opportunity is adhered to and promoted in all aspects of the postholder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the college.
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

NB. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the postholder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

1. Qualifications and Experience

- A minimum of Level 2 in British Sign Language Qualification and working towards a level 3 is essential.
- A good basic level of English/communication/ numeracy skills – at least GCSE Grade A-C or other Level 2 qualification.
- Excellent IT skills and to be proficient in Microsoft word, PowerPoint, excel as a starting point.
- A minimum of 2 years' experience of communication support in an educational context, preferably post 16.

2. Knowledge and Understanding

- An understanding of the issues facing deaf learners in an educational setting.
- Knowledge of resources available to support deaf students and where to go for advice and information
- Some knowledge of the post 16 curriculum

3. Skills and Abilities

- An organised, flexible and student centred approach
- Ability to carry out research, eg to gain some knowledge of unfamiliar subjects or look up specialized BSL vocabulary to be able to support a wide range of students within their subjects.
- Be a team player and relate appropriately to a wide range of people
- Ability to use own initiative and work conscientiously to high standards.

When you are completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.