

JOB DESCRIPTION

POST TITLE:	Communication Support Worker
GRADE:	£8,171.43 per annum (£20,247 pro rata)
WORK ARRANGEMENTS:	18.5 hours per week / 36 weeks per year
DEPARTMENT:	Personal Development and Welfare
RESPONSIBLE TO:	Learning Support Business Partner
RESPONSIBLE FOR:	The delivery of highly effective communication support for learners and apprentices, supporting the College's vision to become and sustain outstanding.

PURPOSE OF THE POST

The post holder will:

1. Provide high quality communication support to ensure students'/apprentices' requirements for support are met effectively within all aspects of their learning provision.
2. Demonstrate high levels of ambition for students'/apprentices' success demonstrated in practice and target setting.
3. Liaise with staff across the College Group and outside agencies to inform students' support programmes and ensure provision is of the highest standard.
4. Contribute to continual quality improvement through effective communication with Curriculum Teams, sharing of good practice and professional updating.
5. Strive to achieve consistently outstanding provision.

DUTIES AND RESPONSIBILITIES

1. Work effectively together with work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
2. Provide interpretation and signed support for British Sign Language and Signed Supported English users.
3. Provide support through note-taking and scribe as appropriate to learners' needs
4. Modify learning materials to meet learners' communication needs e.g. transcribing video/audio. Advising support and teaching staff on the modification of learning materials.
5. Advise and guide teaching staff with regard to appropriate communication skills when working with deaf and hearing impaired learners.

6. Provide appropriate support to learners during examinations, according to guidelines issued by the examination boards.
7. Provide information and advice to contribute to learners' assessment.
8. Liaise closely with the course lecturer and other team members with regard to the needs of individual learners.
9. Assist learners to develop their communication skills e.g. extending British Sign Language Vocabulary.
10. Regularly record and update information for learner record sheets according to the system operated by Chesterfield College.
11. Provide information on learners' progress in respect of communication for Curriculum Teams and risk monitoring meetings.
12. Keep abreast of issues concerning the education of deaf and hearing impaired learners.
13. Work effectively as a member of a team.
14. Attend regular team meetings as designated by the Inclusion Manager and Learning Support Business Partner.
15. Agree learning and support targets with learners in conjunction with the Inclusion Manager and Learning Support Business Partner.
16. Undertake marketing activities to promote the College and its services to learners.
17. Contribute to the identification and development of new methods of working in order to improve quality, effectiveness and efficiency.

GENERAL

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Communication Support Worker	Department:	Personal Development and Welfare
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Level 3 British Sign Language or working towards	E	A
BTEC Communication Support Worker With Deaf People	D	A
Level 2 English and maths	E	A
Experience:		
Working with BSL or SSE users	E	A / I
Supporting students in classroom settings	E	A / I
Being involved with hearing impaired groups / organisations	D	A / I
Skills/Knowledge:		
To be able to communicate with hearing impaired students using sign language	E	A / I
Excellent communication skills	E	A / I
Ability to keep clear and concise records	E	A / I
Ability to take accurate, clear and legible written notes for learners	E	A / I
Knowledge of Health and Safety procedures relevant to learners with disabilities	D	A / I
Ability to work within a team	D	A / I
Can support students using lip speaking	D	A / I
Good administrative skills	D	A / I
Qualities:		
Ability to work discreetly and confidentially	E	I
The ability to work as a member of a multi-disciplinary team in a flexible and sympathetic manner	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	Katie Tarrant	Date Produced:	18.07.19.
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