



Oldham College

WHERE LEARNING WORKS
AND SKILLS PAY

JOB DESCRIPTION

Job Title:	Communication Support Worker		
Department:	ALS	Job Ref:	
Grade:	Support Grade 6	Position Type:	Support
Responsible to:	Shaun Davies	Responsible for:	

Job Description

Main Purpose of Role

To provide communication support to learners who are d/Deaf, enabling them to access the College provision

To promote and provide excellent customer service internally and externally in all areas of the role

Main Duties and Responsibilities

Ensure learners are set targets that add value, enable the achievement of stretching learning goals and are provided with the necessary support to assist them in successfully completing their programmes.

Be aware of Key Performance Indicators and targets within the area and contribute to their monitoring regularly and achievement.

To provide communication support to d/Deaf learners across the whole range of College provision, including interviews, residential, work experience

Communicating, modifying and clarifying language via the telephone, email and translation from written / spoken English to BSL and vice versa

To work closely with the ALS Manager to continuously improve the quality and range of provision for students who are d/Deaf

To participate in the assessment of students with all levels of hearing loss in order to provide the most appropriate offer of support

To design, create and co-deliver Deaf Awareness enrichment for staff as part of overall College CPD plan

To caseload all d/Deaf students and produce a monthly report on their progress, with the aim of improving outcomes for young people that are HI or d/Deaf

To liaise with both students and tutors in order to develop appropriate support plans, strategies and targets.

To provide appropriate information for the preparation of reports for the department.

To deliver one to one additional support session for learners who are d/Deaf.

To differentiate teaching/learning materials, appropriate to the individual.

To work as part of the Additional Learning Support team delivering a range of support, training and materials to both students and staff, including Deaf Awareness.

To maintain an up to date system of support records for purposes of quality control and audit.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity:

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed.

You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	S Firth	Date:	18.9.23
Reviewed By:		Date:	
Reviewed By:		Date:	

PERSON SPECIFICATION

POST:

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application, providing evidence wherever possible.

The College takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short-listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u> <u>ESSENTIAL:</u>	Short-listing criteria - evidence Required *
<u>Skills, Knowledge & Experience</u> <u>Desirable:</u>	
<u>Essential:</u>	

Other Requirements:	