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### Role Description

Business Area: Information and Student Services

Job Title: Communication Support Worker

Salary Scale: £34,343.28 pro rata per annum

Location: Hopwood Hall College

Accountable to: Student Support Manager (Sensory and High Needs)

Hours of Duty: Part Time – please specify your preferred hours within your application

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

### To meet the needs of Deaf/Hearing Impaired learners including communication support in class and out of class support to remove barriers to accessing learning and participation.

### To promote equality and integration for Deaf/Hearing Impaired Learners with curriculum and the wider college.

### To encourage learner independence using support strategies.

### Duties

1. To provide communication support to Deaf/hearing impaired students across the whole College curriculum by using an appropriate method of communication e.g. British Sign Language, Sign Supported English, Lip Speaking, Clear Lip Pattern. This includes incidental hearing, activities, educational trips or work experience.
2. To implement, record, review and adapt support strategies throughout the academic year.
3. To work closely with curriculum to encourage inclusive teaching practice including delivery of awareness information to staff.
4. To provide sign language communication at College functions as required.
5. To develop/adapt Deaf/HI accessible resources/glossaries and moderate language as required.
6. To provide communication support for learners requiring additional social and welfare issues e.g. support with contacting outside agencies.
7. To assist learners with the use of specialist equipment and software.
8. To liaise with the Student Support Manager to ensure student details, PEEPs, exam concessions and specialist equipment are in place.
9. Any other duties, of a similar level of responsibility, as may be required.

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

### Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

##### **Level 2 (GCSE A\* - C) in English and Maths.**

##### **Signature BSL (British sign language) level 3.**

##### **An excellent standard of English**

##### Desirable Criteria

**L3 Certificate in Communication Support**

**Relevant degree or professional qualification**

**How Identified**: Application

#### Experience

##### Essential Criteria

**Experience of working with young people or adults with varying levels of deafness.**

**Experience of supporting in an educational setting.**

**How Identified**: Application/Interview

#### Specialist Knowledge

##### Essential Criteria

##### **Deaf awareness/familiarity with the deaf culture.**

##### **Knowledge of support strategies for Deaf/hearing impaired learners.**

##### **Knowledge of specialist equipment e.g. Radio Aids, Loop systems.**

##### Desirable Criteria

**Knowledge of assistive technology and software**

**How Identified**: Application/Interview

#### IT Skills

##### Essential Criteria

Intermediate ability to use Microsoft Office applications and willing to undertake training appropriate to role

Willing to undertake any software training relevant to role.

##### Desirable Criteria

Experience of student records system, electronic ILPs, Promonitor

How Identified: Application/Interview

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** | |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising | **Less Releavant** |

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| **2. Supporting and Co-operating** | |
| 2.1 Working with people | **Essential** |
| 2.2 Adhering to principles and values | **Essential** |

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| **3. Interacting and Presenting** | |
| 3.1 Relating and networking | **Essential** |
| 3.2 Persuading and influencing | **Essential** |
| 3.3 Presenting and communicating | **Essential** |

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| **4. Analysing and Interpreting** | |
| 4.1 Writing and reporting | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing | **Less Relevant** |

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| **5. Creating and Conceptualising** | |
| 5.1 Learning and researching | **Essential** |
| 5.2 Creating and innovating | **Essential** |
| 5.3 Formulating strategies and concepts | **Less Relevant** |

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| **6. Organising and Executing** | |
| 6.1 Planning and organising | **Essential** |
| 6.2 Developing results and meeting customer expectations | **Essential** |
| 6.3 Following instructions and procedures | **Essential** |

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| **7. Adapting and Coping** | |
| 7.1 Adapting and responding to change | **Essential** |
| 7.2 Coping with pressures and setbacks | **Essential** |

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| **8. Enterprising and Performing** | |
| 8.1 Achieving personal work goals and objectives | **Essential** |
| 8.2 Entrepreneurial and commercial thinking | **Desirable** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.