



Title: Communication Support Worker
Responsible to: Student Support and Engagement Manager
Reporting to: Learning Support Team Leader
Grade: 5
Contract Status: Fixed term until August 2019
Hours of work: 22 hours per week
Date: December 2017

Role Summary:

- To provide British Sign Language to deaf learners
- Assist in the adaption of learning materials
- To provide support, both direct and indirect, for deaf students with a variety of hearing loss

Main duties

- To provide high quality in class or small group support to learners identified as deaf, under the guidance of the class teacher, in all learning environments across the college
- To provide 1-2-1 communication support outside the classroom
- To plan, implement and measure the impact of the work carried out in the classroom in order to evaluate its effectiveness and work towards continual improvement of the service
- To record, monitor and track individual students support details and progress in accordance with College policies, procedures and service standards
- To keep up-to-date with developments in learning support education, and in the College curriculum, in order to ensure that support is as effective as possible
- To work directly with curriculum staff, the rest of Student Support, key external stakeholders and other agencies to ensure that the learner journey, from start to finish, meets the social, emotional and learning needs of individual learners
- To be a part of the College's assessment process, assisting curriculum tutors to gather support data and keeping accurate records that are accessible to all who require them
- To contribute to the development of accurate and relevant performance monitoring and evaluation systems across the department

- To develop an understanding of barriers to learning and the wide range of ways to overcome these; to also develop a comprehensive knowledge of learning difficulties and disabilities and the strategies to alleviate these
- To liaise with external organisations to develop and improve our services
- Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times
- Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies
- Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process
- Carry out all duties with due regard to Health and Safety Regulations
- Ensure compliance with the Financial Regulations of the College
- Positively promote equality of opportunity for staff and students
- Carry out other duties as may reasonably be required from time to time

NOTES:

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at December 2017. It will be updated in consultation with the post holder as circumstances change.



PERSON SPECIFICATION: Communication Support Worker

Criteria	Essential	Desirable	Assessed
Qualifications			
Minimum BSL level 3 qualification	✓		Application
Maths and English at level 2	✓		Application
Evidence of education at level 3 or above		✓	Application
Knowledge			
Understanding of College values	✓		Application and Interview
Understanding of factors that create barriers to learning and strategies to overcome these	✓		Application and Interview
Knowledge of quality improvement systems and tools to support these		✓	Application
Knowledge of disabilities and learning difficulties and strategies to support these	✓		Application and Interview
Skills and Competencies			
Ability to communicate with external stakeholders and students with conviction and clarity	✓		Application
Ability to take ownership of issues and problems and work to find an appropriate solution	✓		Application
Ability to work in an environment of change, contributing and adapting to new ways of working	✓		Application and Interview
Creative problem solving ability		✓	Application
Attributes/attitudes			
Passionate about educational achievement	✓		Application and Interview
Demonstrates a 'can do' attitude and a commitment to outstanding service	✓		Application and Interview
Organised and thorough in approach to work tasks	✓		Application
Ability to push wheelchairs short distances on campus and during off-site visits	✓		Application