

# Easton&OtleyCollege

## **Communication Support Worker**

### **Otley Campus**

**6.5 hours per day, Term Time Only  
Fixed Term to June 2016**

### **ACE ODD**

### **Job Description**

Easton Campus, Easton, Norwich, NR9 5DX  
Telephone: (01603) 731200 Fax: (01603) 741438

Otley Campus, Charity Lane, Otley, Ipswich, Suffolk, IP6 9NE  
Telephone (01473) 785543

## **Job Description**

**Job Title:** Communication Support Worker  
**Responsible To:** Additional Learning Support Manager  
**Purpose / Scope:** To support students on a one to one / group basis. To assist in all areas of communication

### **Responsibilities:**

To work proactively with 16-19 year old learners, aiming to improve retention, attendance and achievement by assisting with the monitoring of:

- Learner attendance
- Project work
- Progress with assignments
- Attendance at Key Skills/directed study sessions
- Monitoring learners at risk of leaving the course before completion
- Learner behaviour management

**Liaison With:** Course Tutor(s) and identified teaching team.

### **Main Duties:**

1. Supporting the teaching team with the communication, academic and pastoral care of identified groups of students including:
  - a) Daily monitoring of attendance including work placements
  - b) Supporting learners during directed project periods, Key Skills, and tutorials as appropriate
  - c) Helping learners with the management of their time and assignments
  - d) Contributing actively to induction and initial assessment
  - e) Contributing to course reviews and quality processes/procedures
  - f) Disseminating information to Course Tutors, formally and informally
  - g) Supporting the student feedback process through involvement with the Student Survey Processes and Student Forums
2. Liasing with other external agencies as appropriate.
3. Actively promoting Equality and Diversity issues with learners.
4. Supporting the learners with progression/exit strategies
5. Assisting the data collection on early leavers and those at risk of leaving their course early
6. Maintain, where appropriate, equipment/materials for assisting sessions
7. Attend meetings/training sessions as and when required.
8. Comply with the requirements of health and safety legislation and College regulations
9. To maintain and update student data as required.
10. To actively commit to safeguarding and promoting the welfare of all learners
11. To promote equal opportunities across all College operations
12. Any other reasonable duties as required for the effective operation of the College or as required by the Principal

## **Other Duties**

This Job Description sets out the major duties associated with this post, it is assumed that other duties of a similar level / nature undertaken within the Team are not excluded simply because they are not itemised.

Duties of the post could vary from time to time as a result of new legislation, changes in technology or policy / needs of the individual student, in this event appropriate training will be provided.

The post holder will be expected at all times to operate within the College's Policies, particularly in respect of:

- Equality and Diversity,
- Health & Safety,
- Risk Management,
- Financial Regulations,
- Safeguarding.

The College has a strong commitment towards the achievement of equality of opportunity and 'safeguarding' including promoting the welfare of all students in both service delivery and employment. The College's mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement the College's Equal Opportunities Policy and Safeguarding Policy

The post holder will be expected to participate in the following areas:

- Continued development of the College Quality System,
- Staff Appraisal Process,
- College Marketing arrangements,
- Continuous Professional Development,
- Promoting a positive image of Easton and Otley College.

The post-holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the college

## Person Specification

		Essential	Desirable
Experience:	Experience of working with/teaching young people with special needs/LDD, their parents/carers	*	
	Experience of working across teams/multi-agency		*
Skills/abilities:	Good communication skills, both verbal and written quantified with a level 2 in English Literacy / equivalent	*	
	Numeracy level 2		*
	Evidence of liaising with internal / external Contacts	*	
	IT skills evidenced with knowledge of Word, Excel and Microsoft Access / Level 2 qualification	*	
Specialist Knowledge/ Training	Knowledge of services available to people with learning difficulties/disabilities	*	
	Knowledge of Disability Discrimination Act Equality Act 2010	*	
Education/ training:	Good standard of education evidenced with a level 3 / 4 qualification		*
	BSL 3	*	

## **Terms and Conditions of Service**

- Conditions of service will be based on those contained in the Easton & Otley College Support Contract
- Salary will be on the scale LGP12 £21,000 pro rata, per annum (£10.88 per hour)
- Hours of work will be 6.5 hours per day, working 36 weeks per year pro rata. The postholder will be expected to have a flexible approach to working hours.
- The person appointed has the right to take up the option of joining the Local Government Pension Scheme. The College will assume that this is the case unless an opt-out form is completed within the time limit allowed.
- For full-time staff annual leave entitlement will be 33 days rising to 38 days after five full years of service, inclusive of all bank holidays and up to five days which the College may pre-determine. New entrants to the service are entitled to annual leave proportionate to the completed calendar months of service in a leave year which runs from September to August. Leave will be taken outside the academic timetable.
- The person appointed will be subject to a period of probation of 9-months. During this time regular reviews will be undertaken and discussed with the employee.
- The college operates policies on equal opportunities and the employment of disabled persons.
- Any offer of appointment will be subject to receipt of satisfactory references, medical clearance and Enhanced Disclosure Barring Service Check.

The college reserves the right to amend or change the Conditions of Service of this post at any time after consultation with the employee or his / her representative.

## **Application**

Please complete an application form and provide a supporting letter of application covering the following points:

1. Details of your responsibilities in your current post.
2. Your recent major achievements.
3. How your skills and experience relate to the role advertised

**Completed application forms should be returned to [HR@eastonotley.ac.uk](mailto:HR@eastonotley.ac.uk) or by post to the HR Team, Easton & Otley College, Easton Campus, Easton, Norwich, NR9 5DX.**

**Closing date 6<sup>th</sup> August 2015**

If you require further information please do not hesitate to contact the college on (01603) 731200.

*Due to the volume of applications we receive we regret it is not possible to respond to individual candidates. Should you have not received an invitation to attend for interview 3 weeks after the closing date please assume you have been unsuccessful.*

**The College is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment.**