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**JOB DESCRIPTION**

**Job Title:** Communication Support Worker

**Responsible to:** Assistant Director – Foundation and Additional Support

* To provide communication support to Deaf and Hard of Hearing learners
* To assist Deaf and Hard of Hearing learners in accessing the curriculum
* To assist the learner to achieve their qualification aim
* To assist the learner to become independent learners
* To deliver the support needs of the individual as identified at the support interview

A Communication Support Worker will provide communication support to Deaf or Hard of Hearing learners in both the classroom and throughout the college. Activities in class include providing appropriate communication support to meet the needs of the individual learner and supporting staff to work effectively to meet those needs. The support aims to support the learner to achieve autonomy and as far as possible operate with independence within their environment to achieve success on their course/s.

Their purpose is:

**Main Duties:**

1. To provide communication support in class on mainstream programmes for students with an identified need as co-ordinated by the Deaf Co-ordinator.
2. To provide communication support under the direction of the tutor to support the learning of the learner.
3. To agree with the tutor, the role and responsibilities of the Communication Support Worker in the classroom/outside the classroom.
4. To provide Deaf awareness, advice and guidance for teaching staff and/or peer groups and involve Deaf and Hard of Hearing learners wherever possible.
5. To keep appropriate records as required by the College e.g. Support Cards, etc
6. To develop the independent of the learner.
7. To be responsible for promoting and safeguarding the welfare of children and young persons you are responsible for, or come into contact with.
8. To undertake any other duties of a similar nature and responsibility as directed by the line manager.

**Statutory duties:**

* **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

* **Equality and Diversity**

To be responsible for promoting equality and diversity in line with College procedures.

* **Health and Safety**

To be responsible for following health and safety requirements in line with College policy and procedures.

* **Training and development**

To participate proactively in training and development including qualification development required in the job role.

July 2015

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# PERSON SPECIFICATION

**Job Title:** Communication Support Worker

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|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | * Level 2 or Level 3 qualification in British Sign Language * English and mathematics or similar at GCSE grade A-C or equivalent or willingness to achieve English and mathematics Level 2 within one year | * Safeguarding training * Equality and diversity training * ECDL or ITQ Level 2 or equivalent |
| **Knowledge/ Experience** | * Working knowledge of Learner Support post 16 * Experience of providing support to individuals in an educational or care setting * Experience of working with Deaf or students with hard of hearing * An understanding of working with a wide age range of learners * Evidence of high performance in previous roles/jobs * Experience of working effectively with people from diverse backgrounds * Evidence of understanding how to promote equality and diversity within the job role | 1. Experience of working effectively in a customer focused environment |
| **Skills/Abilities** | 1. Ability to work in line with our Values of   Student Focus  High Performance  Respect, Openness, Honesty  and explain how this relates to the job role   1. Ability to make a positive contribution to the team, valuing and respecting others’ expertise and contribution 2. Ability to promote our excellent reputation and carry out our business appropriately and professionally at all times 3. Ability to communicate effectively and confidently face to face, on the telephone and in writing |  |

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| **Special Requirements** | * Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns  1. Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults  * Willingness continuously to update skills and knowledge  1. Flexible approach to work and working times 2. Willingness to travel to and work at all locations where we provide a service 3. Awareness of health and safety requirements relevant to the job |  |

July 2015