



## **CREATING GREAT FUTURES**

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

### **Croydon Campus**

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

As a member of the Additional Learning Support team to adopt an inclusive, collaborative and collegiate approach in providing learning and communication support in the form of BSL for hearing impaired learners with or without an Education, Health & Care Plan (EHCP) or SEN Support Plan and to encourage independence and confidence to participate in all elements of their study programme.

### **JOB DESCRIPTION**

### **Main Duties and Responsibilities:**

- Be accountable for the planning of support to meet the statutory requirements of hearing-impaired learners with or without EHCPs and those with SEN Support Plans.
- To provide appropriate communication support, suitable to the needs and preferences of the learner, to enable access to information and to facilitate two-way communication.
- To modify and adapt language and curriculum content where appropriate.
- To support the delivery of awareness raising activities, both formally and informally.
- To undertake note taking duties as required.
- To adapt learning resources and create learning aids.
- Deliver 1:1 or small group support sessions outside of the curriculum as required.
- To work collaboratively with the ALS and curriculum teams to ensure the provision meets needs identified within the EHCP or SEN plan.
- To work collaboratively to ensure that the Exam Access arrangements for identified learners are in place as per the JCQ guidelines.
- To complete relevant documentation i.e., initial assessments, records of observed behaviour, (ILPs including review documents) and daily updating of information on Promonitor
- Be accountable for accurately recording information as required.
- To maintain up to date knowledge of available assistive technology and other learning resources available for students in Further and Higher Education.
- To contribute to the annual review process for students with EHCPs
- To attend regular ALS team meetings and where required curriculum area meetings to ensure a collaborative and collegiate approach to removing barriers to learning.

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to Level 3 standard with a minimum of L2 English and maths</li> <li>• Level 3 BSL qualification (Signature / CACDP) as well as practical experience of using BSL or SSE.</li> </ul>	<ul style="list-style-type: none"> <li>• CACDP Deaf Awareness</li> <li>• Notetaking for Deaf Students (desirable)</li> </ul>

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of working autonomously and as part of a team</li> <li>• Experience of delivering support on a 1:1 and small group basis</li> <li>• Practical experience of using BSL in a wide variety of subjects and situations.             <ul style="list-style-type: none"> <li>- Deaf Awareness</li> <li>- Experience of working with deaf people</li> <li>- Supporting learners in FE and/or HE</li> <li>- Knowledge of technical Equipment for Deaf People</li> <li>- Interest in and experience of the Deaf Community</li> </ul> </li> </ul>	
<p><b>Skills &amp; Attributes</b></p>	<ul style="list-style-type: none"> <li>• Sign Language</li> <li>• Notetaking</li> <li>• Problem solving ability</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Excellent interpersonal and diplomacy skills</li> <li>• Working knowledge of SEND Code of Practice</li> <li>• Working knowledge of an education provision</li> <li>• Practical experience of using BSL in a wide variety of subjects and situations.</li> </ul> <p>Competent in the use of the Microsoft suite of software specifically Outlook, Excel and Word</p>	<ul style="list-style-type: none"> <li>• Working knowledge of post 16 provision</li> <li>• Working knowledge of Keeping Children Safe in Education and the Prevent Duty (desirable)</li> </ul>



NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### **Safeguarding**

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

### **Staff Benefits**

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

### **Next Steps**

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

**Application Closing Date: Rolling Advert**

**Interview / Selection Date: Interview may be planned during the advert rollout. Please apply as soon as you can to secure a date.**



Investors  
in Diversity

Achieved.  
Valid Until  
August 2025

**PROUD TO BE  
FREDIE**

