

Job Description

Job Title:	Communication Support Worker (Level 3)
Responsible To:	ALS Co-Ordinator
Line Management of other staff:	No
Location:	Colchester/Braintree
Salary:	£20.59 - £22.50 hourly rate
Date of last review:	August 2024

Purpose Statement:

To work with students and teaching staff to provide learning and communication support in the form of BSL/SSE signing in line with college policies.

Main Duties & Responsibilities:

1	Use BSL/SSE to support students' communication needs on a 1:1 or group basis within the classroom and for college-related activities outside the classroom.
2	Prepare and adapt resources to meet students' individual needs, e.g. modify complex hand-outs and briefs, transcribe video material, etc.
3	To liaise with teaching staff regarding the delivery of the course, advising as appropriate on the modification and differentiation of the learning environment, materials, and delivery styles.
4	To contribute to the student review procedure as requested.
5	To design and deliver training to college staff on deaf awareness and strategies they can use in their supporting or teaching.
6	Participate in a programme of relevant staff development to keep skills and knowledge up to date.
7	Encourage and foster students' independence and social interaction with their peers.
8	Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.
9	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification
Job Title: Communication Support Worker (Level 3)

Qualifications	Essential	Desirable	How is this assessed?
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent.	✓		A
Level 3 BSL qualification or above (Signature / CACDP).	✓		A
Note-taking qualification.		✓	A / I
Experience	Essential	Desirable	How is this assessed?
Practical experience of using BSL or SSE.	✓		A / I
Evidence of Continuing Professional Development.	✓		A / I
Experience of using IT to support learning.	✓		A / I
An understanding of safeguarding and a commitment to creating a safe learning environment.	✓		A / I
Using BSL/SSE in a wide variety of subjects and situations.		✓	I / T
Working with young people in an FE college and at degree level.		✓	I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Ability to communicate clearly, effectively and calmly using BSL/SSE.	✓		I / T
Ability to work with a variety of people, to establish good working relationships and to work in a supportive and flexible manner.	✓		I
Commitment to a learner-centred service with high standards of customer satisfaction.	✓		I
Ability to work well within a team.	✓		I

Good organisational and time management skills.	✓		I
An understanding of the role of a CSW in the further education classroom.		✓	A / I
Proven ability in accurately summarising complex information in an intelligible form.		✓	I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I
Personal Attributes	Essential	Desirable	How is this assessed?
Willingness to work at other sites as required.	✓		I
Willingness to work flexibly including weekends and evenings.	✓		I
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test