



JOB DESCRIPTION	
JOB TITLE	Communication Support Worker
PAY/GRADE	Point 25 £28,561 (£10,264 pro rata)
HOURS	15 hours per week, 38 weeks per year
REPORTS TO	Specialist Support Manager
LOCATION	Peterborough College
JOB PURPOSE	
To work as part of the ALS provision supporting D/deaf/ hard of hearing/deafblind students who have been assessed as requiring support to enable them to actively access and effectively participate in learning. Working in partnership with teaching staff to strengthen collaborative working and communication, encourage learner independence, providing provision from their Education and Health Care Plan (EHCP) where applicable, maximise learning potential and successful achievement of academic goals.	
MAIN DUTIES AND RESPONSIBILITIES	
<p>The main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none">• Identify barriers to learning, recognise preferred communication methods (including BSL) and provide appropriate support and guidance to both learner and teaching staff• Ensure the student is able to access all communication in the learning environment• Clarify, explain, simplify, amplify and break down instructions to support comprehension• Assist the learner to stay focused, motivated and engaged• Ensure sound knowledge of supported students learning difficulties and or disabilities to carry out support recommendations, develop and facilitate support strategies, adhere to risk assessments, care plans and EHCP targets/outcomes and provide feedback for effective support monitoring• Promote and enable use of assistive software and equipment to facilitate learning• Actively seek opportunities to promote the learner's self-esteem, confidence and independence in the learning activity• Develop appropriate resources and strategies to assist learners to access the learning environment and promote independence• Support with literacy skills including, reading, spelling, punctuation and grammar using a variety of strategies to promote independence• Support the student in the development of study skills such as organisational strategies, notetaking and scribing• Support learners with exams when required to invigilate or act as a scribe, reader or prompt• Complete accurate daily support records including: termly reviews, learner agreements, target setting, E journals and pro-monitor records as part of ALS audit requirements, to maintain quality and monitor progress.• Attend regular meetings, to share and provide information for review and evaluation purposes• Accompany students on trips and work experience where necessary• Providing mobility support, including assistance with walking aids and wheelchairs	



- Take a proactive role in the maintenance of acceptable standards of student behaviour and attitudes, both in and out of the classroom, alongside supporting teaching staff with behaviour management of individuals/group sessions
- Establish positive, constructive and supportive working relationships with learners, tutors and colleagues promoting a positive team ethos, demonstrating collaborative working by liaising with tutors about planned support for lessons and throughout the scheme of work
- Liaise with tutors in advance to prepare and adapt lesson resources/terminology to ensure effective communication
- Actively participate in continuous professional development activities, to develop knowledge about specific conditions/disabilities/learning difficulties and course areas
- Adhere to best practice guidelines, risk assessments, policies and procedures

OTHER

- Delivering, promoting and supporting good practice in relation to equality, diversity and inclusion, Safeguarding and the Prevent duty, ensuring compliance with College policy and procedures.
- Promoting and consistently exemplifying both internally and externally the values and behaviours of the College's vision
- Responsibility to cooperate, and for promoting and maintaining safe and healthy working environment and own health and safety
- Commitment to safeguarding and promoting the welfare of young people, and vulnerable adults
- Undertaking any other duties and responsibilities commensurate with the level of the post as required

TERMS AND CONDITIONS

Contract	Permanent
Pension	Local Government Pension Scheme
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours of 8.30am to 5.00pm Monday to Friday

PERSON SPECIFICATION Communication Support Worker

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS	E	D				
Level 3 British Sign Language qualification	E		✓			
Level 2 qualification in Learning Support or equivalent experience	E		✓			
Good general level of education including Level 2 qualifications in English and Maths	E		✓			
EXPERIENCE						
Relevant experience of working with D/deaf / hard of hearing individuals, for example, in schools, colleges adult education, prison, voluntary or charitable organisations	E		✓			
Experience of working with individuals with learning difficulties and/ or disabilities		D	✓			
Working successfully and influentially as part of a team	E		✓			
KNOWLEDGE						
Learning needs and barriers faced by individuals who are D/deaf/hard of hearing	E			✓		
Communication support best practice	E			✓		
Knowledge of Health and Safety expectations for role and environment	E			✓		
Knowledge of Equality and Diversity	E			✓		
Knowledge of support strategies and assistive resources		D		✓		
Knowledge of a range of learning difficulties and or disabilities and potential barriers to learning		D		✓		
Knowledge of Google including google classroom, drive, docs and sheets	E			✓		
KEY SKILLS						
Excellent oral and written communication skills and the ability to communicate effectively at all levels	E			✓		
Demonstrate the ability to understand, give clear instructions and open questioning	E			✓		
Demonstrate the ability to read out loud in at a pace and manner in which the learner can understand	E			✓		
Ability to work independently and as part of team with a track record in achieving individual and team results	E			✓		
Ability to work under pressure, prioritise and to meet deadlines	E			✓		
Ability to listen and advise in a non-judgmental manner	E			✓		
Enthusiastic and self-motivated	E			✓		
Understanding of confidentiality and ability to apply to the role	E			✓		
Effective team working skills with the ability to develop and maintain good working relationships with others	E			✓		
Demonstrates patience and ability to remain calm in challenging situations	E			✓		
Ability to record information accurately both in written and electronic format	E			✓		
OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		

Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References