

JOB DESCRIPTION

Communication Support Worker



INTRODUCTION

Waltham Forest College is one of London's most successful Colleges and in February 2018 Ofsted judged the College to be 'Good' in all that we do. The College is proud to be described as an 'inclusive college' and having a diverse workforce that mirrors our local community.

From the moment you walk into our spectacular building you can see that this is a college built for success. The College firmly believes that our employees are the heart of the organisation and having the right people in the right place is the key to our success

OUR VISION

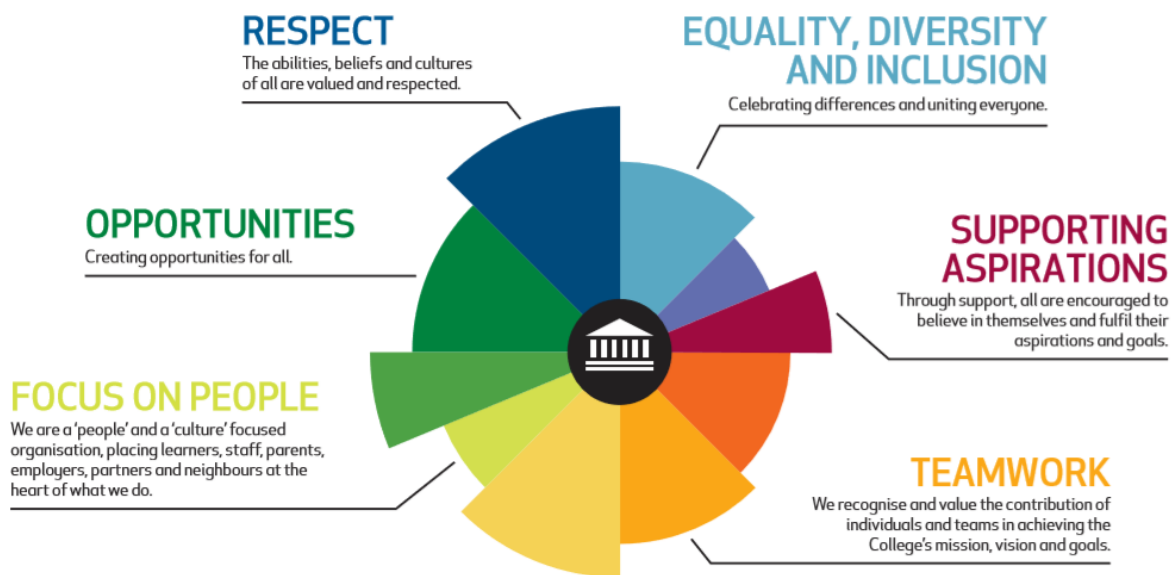
Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Our organisational values drive the way we interact with each other and influence our people in creating their future.



JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Communication Support Worker (BSL)
Department	Additional Learning Support
Pay Spine	Business Support (23-25)
Post Reports To	Deputy Head of Additional Learning Support and Inclusion

MAIN TASKS:

- To provide support for Hearing Impaired student(s) to communicate with their lecturers/tutors and other students during class.
- To facilitate optimal access to the curriculum by interpretation of spoken language and implementation of alternative teaching strategies and materials.
- To support students with accessing all areas of the campus, enrichment and extracurricular support/activities.
- To raise awareness and understanding of Hearing Impairment and build the profile of Communication Support within WFC and its community.

JOB ACTIVITIES:

- Provide communication support appropriate to the individual needs to the student(s).
- Support student(s) by lip speaking, note taking and interpreting between spoken English and BSL.
- Helping student(s) understand and produce written material in class.
- Adapting learning materials so that student(s) can understand them more easily.
- To assist with procedures for the monitoring, assessment and recording of the students' progress.
- Provide communication support in a way that facilitates students' language development.
- Support student(s) in meeting specific targets as set out in their EHCP.
- Have regard to for the student(s) general welfare, reporting concerns to the teacher in charge and relevant school staff.
- Promote student(s) independence skills in communication, learning and social skills within the school setting.
- Promote inclusion of deaf students within the mainstream classroom.
- Assist with the provision and delivery of information on deaf awareness and communication issues.

- Transcribe video clips.
- Assist with the care and use of amplification equipment.
- To work collaboratively with the SEND team; sharing resources, planning and student strategies.
- To contribute where appropriate to any multi-disciplinary discussion of the students' needs/progress, to contribute to informal reviews and annual reviews.
- To participate in relevant staff development activities.
- To support designated students during exams as a reader/scribe.
- Undertake such other duties as are required and are commensurate with the level of responsibility for the post.
- To be responsible for maintenance of accurate and timely written student records
- To complete any necessary documentation/reports for other professionals/agencies as required
- Prioritise and plan own workload to manage conflicting and competing priorities.
- Specific interventions, strategies and advice provided to staff through email, telephone contact, and face to face meetings
- Offering advice and support to parents of students with communication needs through phone, email and meeting contact
- Working collaboratively with specialist professionals to meet the needs of students with more specialist needs e.g. Autism and hearing impairments
- To be responsible for ensuring that in situations whereby the duty of care for students at Waltham Forest College comes in to question that the appropriate referrals are made onwards
- Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
- Participates in College programmes of staff appraisal and continuing professional development.
- Develop effective working relationships internally and with external partners.
- To operate at all times in line with the College's values and behaviours.
- Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

WALTHAM FOREST COLLEGE COMMITMENTS

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere to the College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

PERSON SPECIFICATION

Essential/Desirable criteria will be identified at*			
	AF	I	A
EDUCATION AND TRAINING			
BSL Level 3 Minimum (accredited by Signature/CACDP/iBSL)			
Communication Support Worker qualification or Deaf Studies Degree			
English and Maths at minimum Level 2			
EXPERIENCE			
Experience of working with deaf students			
Experience of working in a classroom environment			
Experience of passing on information accurately regardless of bias or personal opinion			
Experience of barriers that deaf students may face in education, the community and/or the workplace			
Have contributed to an organisation's development or success.			
Can take the initiative to get things done.			
Ability to organise student records and information to provide timely and accurate records of support provided and needs.			
Can prioritise tasks and to meet deadlines.			
SPECIAL ABILITIES AND APTITUDE			
Ability to work as part of a team and on own initiative			
To have excellent oral and written communication skills			
Are able to pass accurate information by telephone, electronically and by written means regarding students' timetables, study needs and other issues relating to their support			
Be able to establish good interpersonal relations, as part of a team, with college staff and students.			
Is willing to work towards a better learning provision for the deaf community			
Will undertake projects relating to Hearing Impairment as and when required			
Competent IT and keyboard skills			
OTHER REQUIRMENTS			

<p>An understanding of and commitment to safeguarding young people and vulnerable adults.</p> <ul style="list-style-type: none"> • motivation to work with children/young people/Vulnerable adults • ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults • emotional resilience in working with challenging behaviours <p>attitudes to use of authority and maintaining discipline</p>			
<p>An understanding of and commitment to equality of opportunity</p>			

* **Key:** AF = Application Form, I = Interview, A = Assessment