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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Communication Support Worker

**Department:** Learning Resources Division

**Hours:** Variablehours - This will be a part time, part year appointment. Your hours of work each week will be as per your timetable, a copy of which will be provided to you.

**Responsible to:** Director of Quality Improvement & Learning Resources

**Reports:** n/a

**Salary / Scale:** Support Spine – Band 10 (£14.89 - £16.47 per hour, pro rata to £30,978 - £34,254 per annum)

**Date of Issue:** June, 2020

**Organisation Chart:**

Director of Quality Improvement & Learning Resources

Communication Support Worker

1. **Aims and Purpose of the Post**
   1. The provision of specialist learning support for hearing impaired or other learners identified as requiring additional support.
   2. The provision of note taking and other scribe services as required.
   3. The development of learning support materials.
2. **Specific Responsibilities**
   1. To support profoundly deaf and hearing impaired learners with their educational programme.
   2. To support the learners communication needs and to provide supportive feedback in relation to their performance and progress.
   3. To assist teaching staff by effectively and accurately communicating instructions, directions and feedback to the learner.
   4. To assist the learner in accessing and participating the wider aspects of College life, social and enrichment activities.
   5. To act as a note taker for the learner as required and ensure the learner has access to appropriate learning materials.
   6. To support the learner in both practical and classroom based activities dependent upon the course of study.
   7. To maintain all records, reports, stock checks and other administrative requirements in a timely and effective manner.
   8. To provide the learner with positive examples of, and guidance toward developing, appropriate adult social behaviour.
   9. To promote self-advocacy and ensure confidentiality, dignity and respect is maintained for learners at all times.
   10. To promote in the maintenance and sustainable development of resources and commercial activities.
   11. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   12. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   13. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   14. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

30 days holiday (inc bank/public holidays) 10% discount on College courses

Free on-site parking On-site Gym

Subsidised catering Child Care Vouchers

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Communication Support Worker** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to NVQ Level 3 or above in BSL | X |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| Experience of working with learners with learning difficulties | X |  |
| Experience of working with young people and meeting their particular needs and requirements | X |  |
| Experience of working with confidential information | X |  |
| Experience of working within an educational establishment | X |  |
| Basic knowledge and understanding of the Colleges curriculum and learning programmes / techniques |  | X |
| Knowledge of the curricular needs of all ages, levels and special interest groups, and the personal social, cultural and recreation needs of all students. |  | X |
| Ability to utilise strategies to support pupils in achieving learning goals | X |  |
| Knowledge and / or liking for land based subjects i.e. horticulture / animal care |  | X |
| Full working knowledge of school policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |
| **Ability/ Skills** |  |  |
| Ability to establish good working relationships with students acting as a role model | X |  |
| Ability to communicate effectively with students at all levels | X |  |
| Ability to organise own tasks with minimum supervision and to set and work to agreed targets. | X |  |
| Committed to providing outstanding customer service | X |  |
| Ability to work as a part of a team appreciating and supporting the role of the other people in the team |  |  |
| Able to understand and carry out instructions |  |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Full working knowledge of school policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Border Agency and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Border Agency Website.