



## Heathcote School and Science College - *Encourage, Challenge, Succeed*

### JOB DESCRIPTION

<b>Job Title:</b>	Communication Support Worker
<b>Responsible to:</b>	Head of Deaf Support Department
<b>Responsible for:</b>	N/A
<b>Grade/pay range:</b>	Scale 6 pt 18 to 21
<b>Hours:</b>	Monday to Friday, Term Time Only, 36 hrs per week

#### Job Purpose

- To work under instruction/guidance of the Head of Deaf Support Department and alongside mainstream subject teachers. To provide communication and learning support to deaf pupils at Heathcote secondary school in classes and other school activities e.g. school trips, assemblies, productions, parents' evenings, meetings etc.

#### Duties and Responsibilities:

- To provide a wide range of communication support including interpreting into British Sign Language and other forms of communication support (e.g. Sign Supported English, note-taking, lip-speaking) to individual and small groups of pupils conveying the content of any lesson, story, discussion or talk in accordance with the individual students' needs.
- To adapt the communication support according to the needs of pupils, lesson aims, expectations of pupils etc., including filling in the gaps in pupil knowledge, relating new information to previous experience, working through a task with the pupil, repeating /reinforcing teacher information using resources such as mini whiteboard, iPad etc.
- To identify specific language and conceptual problems, which occur within the classroom and to liaise regularly with other staff about how to support pupils to develop the gaps in their learning.
- To facilitate communication between the deaf pupils and hearing pupils and adults.
- To promote independence and social skills of deaf pupils.
- To maintain positive relationships with deaf pupils, being aware of the subtleties of how to provide support in a way that promotes independence and allows the students to feel comfortable within the class.
- To provide appropriate communication support for assessments and exams according to exam guidelines.
- To provide back-up sessions and after school homework club to further support learning from class (with support from teachers).
- To establish a good relationship with parents/carers and to provide information and feedback where appropriate and agreed under the guidance of the Head of Department.
- To support pupils to develop independence in using their assistive technologies (hearing aids, cochlear implants etc.)

- To ensure that Soundfield and Radio Aid technologies are used correctly and consistently by teacher and pupils.
- To assist in the checking and organising of Soundfield and Radio Aid technologies.
- To prepare or modify teaching materials to suit individual pupils.
- To maintain up to date knowledge of individual pupil needs through reading information such as Pupil Passports, Speech and Language therapy reports, school data etc.
- To support social development through supporting deaf students in lunch clubs etc.
- To work flexibly and collaboratively.
- To attend relevant meetings and participate in training opportunities and performance development as required.
- To take initiative and in maintaining and developing skills in British Sign Language skills.

### **General Duties**

- Undertake any necessary training.
- Attend staff meetings where relevant.
- Supervise pupils on visits, trips and out of school activities as required.
- To have due regard for health and safety in the workplace.
- To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy.
- Cooperate with health and safety requirements.
- Report all known defects.
- Use, but do not misuse anything provided for your health, safety and welfare.
- Be familiar with the emergency action plans for fire, first aid and security issues.
- Undertake specific designated duties regarding emergency evacuation.
- Raise health and safety and environmental issues with students.
- Organisational effectiveness
- Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments –to include cover for absent colleagues and/or relocation to areas of need.

**The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.**

### **School Vision and Ethos – Encourage, Challenge, Succeed**

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
2. To actively support the school's school improvement priorities
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.

11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

**All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.**

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Level 3 qualification in British Sign Language or above. BSL skills will be assessed at interview. The right candidate who was working towards Level 3 would also be considered.</li> <li>• English and mathematics or equivalent at GCSE grade A-C.</li> </ul>	<ul style="list-style-type: none"> <li>• CSW qualification.</li> </ul>
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing support to individuals in an educational setting</li> <li>• Experience of working with Deaf or hard of hearing students.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with a Secondary School age learners.</li> <li>• Active participation in the deaf community.</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly and collaboratively.</li> <li>• Ability to show initiative and drive in maintaining and developing BSL skills.</li> <li>• Ability to maintain positive relationships with deaf teenagers,</li> </ul>	

	<p>being aware of the subtleties of how to provide support in a way that promotes independence and allows the students to feel comfortable within the class.</p> <ul style="list-style-type: none"><li>• Strong organisational, time management and interpersonal skills.</li><li>• ICT skills.</li></ul>	
<b>Personal Attributes and behaviours</b>	<ul style="list-style-type: none"><li>• Commitment and enthusiasm to working with deaf learners and seeing them succeed.</li><li>• Adaptability and professional approach.</li><li>• Positive attitude to working as a team, valuing and respecting others' expertise and contribution.</li></ul>	