Warrington & Vale Royal College

Our mission is: 'Realising potential, transforming lives'

JOB DESCRIPTION

Job Title: **Communication Support Worker**

Responsible to: **Learning Support Officer**

Accountable to: **Learning Support Manager**

Job purpose

Communication Support Workers will provide bespoke communication support to D/deaf young people throughout their time in post-16 education. This will include interpreting/translating information in British Sign Language (BSL) and/or other agreed communication methods e.g. English, Sign-Supported English, lip speaking and scribing/note taking as necessary, using Augmentative and Alternative Communication (communication devices, systems, strategies, and tools that replace or support spoken language) as part of an inclusive communication approach.

Key responsibilities

- Post holders will assist teaching and support staff in college to ensure that D/deaf students allocated to them can access the curriculum fully and achieve the best possible learning outcomes.
- Support students by advising college staff on adapting learning materials to make them more easily understandable, using a range of equipment and ICT where appropriate.
- Take a lead role in facilitating communication with peers and the wider college community, promoting deaf awareness.

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- Promote the independence of students in education, in readiness for employment and higher education and preparing for adulthood.
- Encourage use of assistive technology and other learning aids.
- Participate in training activities to upskill, maintain and develop skills required to support students.
- Liaise with colleagues, parents/carers and outside agencies and attend meetings and reviews as required.
- Contribute to the development and implementation of individual learning support plans.
- Maintain effective records, documents and reports on students ongoing progression.
- Ensure that learning support is recorded and monitored through our internal systems.
- Liaise with teaching staff to ensure that students needs are met in the classroom.
- Provide feedback regarding student progress to relevant parties.
- Contribute to feedback monitoring progress against outcomes for students with Education, Health and Care plans.
- Work and liaise closely with designated curriculum areas, attend meetings, provide feedback on student progress and support updates.
- Contribute to the development of services as required.
- Represent the College at internal and external events as and when required.
- Work closely with Learning Support Officers, curriculum teams and other relevant departments to ensure student retention and achievement is maximised.
- To undertake any other duties and responsibilities and/or special projects commensurate with the grade of post, properly directed by the line manager.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide

sound professional advice to the staff.

- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.

- Be a role model of excellence and professionalism for all students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.

- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.

- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.

- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.

- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.

- To contribute to the College's Mission, Values and British Values.

- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.

- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

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Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our students at the heart of everything you do.

Our College values are:

We put our students and customers first - prioritising students and their learning and progress, realising their potential, delighting our customers

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, rewarding them for the work they do

We pursue excellence in all we do - a passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth

We collaborate and work in partnership with others - actively seeking opportunities to work with others in the best interests of the college community and key stakeholders.

We operate sustainably, ethically and responsibly - taking action to achieve net zero carbon targets, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency - ever-mindful of an increasingly risk-laden operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.

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PERSON SPECIFICATION

Qualifications

- Possess a Level 3 qualification and 5 GCSEs (grade A-C) including English Language and Mathematics.
- Applicants should hold qualifications in British Sign Language. It is desirable that applicants have Level 6 Signature or equivalent recognised BSL qualification but essential to hold or be working towards Level 3 Signature or equivalent BSL qualification.

Desirable:

- Hold a First Aid qualification.
- Hold a Full Driving Licence.
- Learning Support / Teaching Assistant qualification.

Experience and knowledge

- Demonstrate an understanding of the concept of Inclusive Learning.

Desirable:

- Experience and/or qualifications in working with D/deaf students.
- Proven experience of working as part of a team.
- Proven experience of working with people with specific learning difficulties and/or disabilities in education, such as: Specific learning difficulties or disabilities, Dyslexia, hearing loss or visually impaired.

Skills and abilities

- Ability to support students in an educational setting.
- Demonstrate good communication and diplomacy skills.
- Demonstrate a good level of IT skills.
- Ability to construct written reports, documents and produce individual support plans to a high standard.
- To contribute to and maintain College values.
- Must demonstrate suitability to work with children and vulnerable adults.

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