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| **Job title:** Community & Educational Interpreter (BSL/English)  **Reporting to:** Deaf Access Co-ordinator  **Base:** The Roundhouse, and other community settings across Derbyshire |
| **Hours:** 37 hours per week, 52 weeks per year  **Contract Type:** Support  **Holidays:** 20 days per year pro rata subject to service increases (5 days increase after 5 years); plus 6 College closure days per year pro rata where applicable and 8 statutory days per year pro rata  **Salary:** £33,733 per annum |
| **Job Purpose**  This is a unique and exciting opportunity to join the Deaf Access team who provide interpreting services for external and internal Deaf customers/students within education, business, medical and community settings across Derby, Derbyshire and surrounding areas. |
| **Key Responsibilities**   * To undertake interpreter bookings, relevant to experience & skillset, as required via Deaf Access, within Derby College and externally in the local community and surrounding area. * To assist with the booking process via telephone & email and to provide completed documentation in a timely manner, to meet invoice requirements of external agencies. * To share specialist knowledge and expertise with other support staff. * To attend relevant training events & meetings as required, to review and publicise the service. * To maintain & develop interpreting skills, knowledge & experience. * To apply for NRCPD registration annually & to log CPD after undertaking relevant training to maintain registration. * Be prepared to work flexible hours Monday-Friday to meet the needs of the service. Hours to include travelling to & from home to venues if this significantly exceeds the normal home to Roundhouse journey time. * To work collaboratively in a team of multi-skilled Inclusion and Support staff, to identify students with support needs. * To work with a variety of teams to assist in carrying out screening and ongoing assessment of learners’ potential support needs. * To liaise closely with curriculum staff in identifying where in a learners’ study programme, support would be most beneficial (usually RAG rating timetables). * To liaise with designated team members in creating individualised support plans and personalised support activities for learners. * To work with learners, providing support as identified in assessments, directed by teaching staff. Teaching staff may reasonably request you to support others in the group if your learner does not require your support. * To work flexibly and responsively in all elements of the Inclusion Department as required to meet business needs. * To support the tracking and review of support for designated learners from entry to exit, working with the curriculum teams to ensure that support is effective and ensuring their retention on programme and achievement of their study programmes. * Completion of detailed records of the support given (SCANs), including distance travelled and destination data. * To attend where possible, curriculum and Inclusion meetings and report on the progress of supported learners. * To work with the Inclusion Team to ensure that teaching teams are fully aware of their learners’ Inclusion needs and to assist staff in reviewing their group profiles and adapt their learning materials and delivery methods where necessary. * To assist the Inclusion Team in the gathering of information for audit. * To undertake personal care if required.   **Derby College Responsibilities and deliverables**   * To provide a professional customer service to both internal and external customers. * To ensure that quality standards are set, monitored and reviewed in all areas of our work. * To demonstrate flexibility in responding to changing demands in personal, sectional or the College’s workload. * To take responsibility for one’s own professional development and continually update as necessary. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. * To undertake dynamic risk assessments (Ras) during your working practice and ensure formal RAs are carried out for any ongoing activity. * To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job. |
| **Knowledge and Experience**  ***Essential***   * Knowledge of and ability to apply the NRCPD Code of Ethics for Sign Language Interpreters * Knowledge of the Equality Act 2010 (E&D – opportunities and discrimination legislation) * Knowledge of current approaches and research around deafness and specific learning difficulties/disabilities * Understanding of how to support basic skills or ESOL needs * Awareness of ALS funding * Understanding of a variety of assessment & support methods to meet the diverse needs of our learners e.g. sign support, notetaking   ***Desirable***   * Experience of attending interpreter bookings in a variety of settings, including education, business & medical Training users in information literacy skills * Experience of working in an FE environment & supporting deaf learners * Knowledge of SEND reforms, the Social Model of Disability and the development of Education, Health and Care Plans. |
| **Qualifications**  ***Essential***   * Level 4/6 BSL * Level 6 Interpreter training (to meet NRCPD requirements) * Level 2 Maths * Level 3 English (to meet NRCPD requirements)   ***Desirable***   * Level 3 Certificate in Communication Support for Deaf Learners or equivalent * Level 2 IT * Level 3 Notetaking or Electronic Notetaking |