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| **Job title:** Communication Support Worker  **Reporting to:** Deaf Access Co-ordinator  **Base:** The Roundhouse |
| **Hours:** Multiple positions available:37 hours per week, 39 weeks per year and 22.5 hours per week, 39 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:** 37 hours per week, 39 weeks per year – actual salary £22,585  22.5 hours per week, 39 weeks per year – actual salary £13,734 |
| **Job Purpose**  This role is to work proactively in supporting our deaf students & apprentices to be fully included in all aspects of college life.  The role is around meeting the individual needs of the students, enabling them to achieve their full potential, thus improving retention and achievement levels. |
| **Key Responsibilities**   * To work with deaf learners, providing communication 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 collaboratively in a team of multi-skilled Learning and Support staff, to identify students with support needs. * To work with a variety of teams to assist in carrying out initial support planning and the ongoing assessment of learners’ potential support needs. * To liaise with designated team members in creating inclusive teaching plans and personalised support activities for deaf learners. * To liaise closely with curriculum staff in identifying where in a learners’ study programme, support would be most beneficial (usually RAG rating timetables). * 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, including progression, achievement and destination data. * To work flexibly and responsively in all elements of the Learning & Support Department as required to meet business needs. * To attend curriculum and Learning & Support meetings to obtain information or report on the progress of deaf students. * To work with the Learning & Support Team to ensure that teaching teams are fully aware of their deaf students’ communication needs and to assist staff in reviewing their group profiles and adapt their learning materials and delivery methods where necessary * To assist the Learning & Support 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. |
| **Person Specification** |
| **Competencies**   * Communication * Customer Focus * Interpersonal skills * Independent Working * Valuing and embracing diversity * Self-Development * Organisation * Teamwork |
| **Knowledge and Experience**  **Essential**   * Knowledge of the Equality Act 2010 * Experience of supporting deaf learners in an educational establishment, * Knowledge of current approaches and research around deafness and specific learning difficulties/disabilities * Understanding of a variety of assessment & support methods to meet the diverse needs of our students for example, sign support, notetaking   **Desirable**   * Experience of working in an FE environment * An awareness of the curriculum areas including ESOL * Knowledge of SEND reforms, the Social Model of Disability and the development of Education, Health and Care Plans. * Understanding of how to support basic skills or ESOL needs * Awareness of ALS funding |
| **Qualifications**  **Essential**   * Level 2 BSL * Level 3 Certificate in Communication Support for Deaf Learners or Supporting Teaching & Learning L3 (or willing to work towards) * Level 2 Maths * Level 2 English   **Desirable**   * Level 2 IT * Level 3 BSL (or willing to work towards) * Level 3 Notetaking or Electronic Notetaking |