



JOB DESCRIPTION

Post: Communication Support Practitioner

Responsible To: Lead LSP

Summary of Post:

To provide BSL signing and learning support to students on vocational courses

Specific Duties:

1. To provide BSL signed support for students with a hearing impairment in class and out of class.
2. To provide support for individuals and groups of students with lecturers and other staff.
3. To promote student independence and self-determination, inclusion and participation
4. To raise staff and student awareness of hearing impairment in the classroom
5. To undertake with teaching staff EHCP In-Year Reviews for students with hearing impairment and attend/support communication in Annual Reviews.
6. To write PEEPs and Risk Assessments for students and ensure they are shared appropriately.
7. To support students with their social and welfare needs including support at break times in the refectory and with personal care and toileting needs.
8. To use a range of support strategies to select and adapt tasks, resources and learning activities, to encourage and motivate students working in conjunction with ALS tutors.
9. To communicate effectively with students and lecturers in order for students to understand and participate in learning activities.



10. To support students and lecturers in selecting the most appropriate methods of assessment.
11. To offer non-signing learning support if called upon to do so
12. To implement the safe storage and administration of medication, complete related documentation to meet the college guidelines on “safe administration of medication” when required
13. To communicate support information to colleagues where appropriate (e.g. to support funding claims).
14. To support the assessment of applicant’s needs and suitability at enrolment and before, liaising with the Lead for Sensory and ALS Manager and provide support, advice and guidance for students at entry and at other times of transition.
15. To contribute to effective liaison between colleagues and outside agencies including carers, parents, guardians and key professional agencies.
16. To maintain professional relationships with students and support the monitoring and implementation of Safeguarding and Health and Safety policies in the college and contribute to providing and maintaining a learning environment where students feel safe, secure and valued.
17. To make use of and advise on new and emerging assistive technology to ensure and enhance student access to learning opportunities and keep up to date with innovations and new approaches to learning support.
18. To understand and help to identify barriers that students experience in relation to participation and inclusion and this may include language support and work with colleagues to address.



General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Excellent communication skills to motivate and engage students to support learning		✓	6
2.	Good organisational skills		✓	6
3.	Good teamwork with students, staff and other key agencies		✓	6
5.	Excellent administrative and record keeping skills which captures learning needs		✓	4
6.	Able to demonstrate tact and diplomacy at all times		✓	4
7.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Experience of supporting students who are deaf or with hearing loss and other additional learning needs such as language, sensory and behaviour	✓	✓	6
2.	Experience of supporting students with a range of personal, social and welfare needs	✓	✓	2
3.	Experience of using alternative communication such as Makaton and PECs	✓	✓	2
4.	Experience of working in an education environment	✓	✓	4
5.	Experience of effective internal and external liaison	✓	✓	6
Specialist Knowledge				
1.	Knowledge of a range of Learning Difficulties and or Disabilities	✓	✓	4
2.	Able to support and write Support Plans to manage risk and Personal Emergency Evacuation Plans (PEEP) for students with hearing loss	✓		4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4

2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
3.	British Sign Language at level 3	✓		6
4.	A qualification in the safe handling and administration of medication	✓		2
5.	Recent participation of continuous professional development in related topics	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.



Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.