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## Job Description: Support Worker - Communication (SSE) & Admin

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**RESPONSIBLE TO:** Deputy Head of College / CSW Coordinator

**JOB PURPOSE:** To provide SSE Communication Support for a Staff member at the Academy as their Access to Work funded support worker role. To support this staff member in meetings through SSE interpretation or note taking. To support in administrative tasks relating to their role and enabling them to deliver their role by facilitating all information, resources and conversations.

### KEY RESPONSIBILITIES:

- To be a support worker for a Deaf staff member in their role as Work Related Learning Coordinator for the Deaf Academy College. This role involves arranging and managing the work placements as part of the Academy's College.
- Provide overall support to the Work-Related Learning Coordinator in preparing resources that supports them to effectively manage their role.
- Provide SSE interpretation support from staff, student, and external contacts, to enable the Work-Related Learning Coordinator to communicate. This may also involve making and receiving phone calls on behalf of the Work-Related Learning Coordinator.
- Attend staff meetings as required, supporting the Work-Related Learning Coordinator to access information and communicate as needed.
- Provide IT support for the Work-Related Learning Coordinator in the preparation of resources, adapting resources or in reviewing submitted work from others.
- To support the Work Placement Coordinator when accessing meetings and communication with others through notetaking, SSE.
- Support the Work Placement Coordinator when visiting students on work placement, or when completing trips or other activities.
- Enable the Work Placement Coordinator in encouraging and promoting the confidence and independence of academy students
- Work on own initiative, referring matters to the Deputy Head of College / CSW Coordinator when required.
- Provide support to the Work-Related Learning Coordinator when they need to communication information to others (internal and external) about the needs of deaf learners (e.g. for work placements or meetings).
- Support the Work-Related Learning Coordinator to maintain current and accurate records of support work at all times and to contribute to the delivery of wider College team as required and agreed by the Deputy Head of College or CSW Coordinator.
- Demonstrate flexibility in responding to changing demands in personal, team and college workloads.
- Provide communication support for the Work-Related Learning Coordinator in a variety of settings including annual reviews, examinations and meetings.
- Take responsibility for own training and professional development needs and to continually update them.
- Comply with Diversity policies and their implementation and development in colleges.
- Comply with all Health and Safety, Child Protection & Safeguarding and Risk Management policies and legislation whilst carrying out your duties.
- Ensure confidentiality of student/teacher and college information and to comply with the Data Protection Act.
- Comply with relevant Academy/Colleges' Computer network user policies.

- Support Work Related Learning Coordinator to administer risk assessments for new activities, which are likely to endanger the student learners and to ensure checks are carried out for ongoing activities.
- Carry out any other reasonable duties within the CSW or College team function, which are appropriate with this level of responsibility.

#### **OTHER DUTIES:**

- Participate in annual performance appraisals and undertake relevant staff development.
- Participate in regular supervision as part of Safeguarding protocol.
- To be responsible for the health and safety of self and others (in accordance with the Academy's Health & Safety Policy).
- To support education staff with the students daily educational needs and to provide a 24-hour learning environment, with vocational activities and helping with the development of their numeracy and literacy skills.
- Providing cover in other areas as required.
- Carry out any other appropriate duties requested by the Principal or Line manager.
- Make secure all buildings on leaving the site.
- To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or encounter) in accordance with the Academy's Safeguarding Policy & Procedures.

**The above list is indicative and not exhaustive. The Support Worker - Communication (SSE) & Admin is expected to carry out all such additional duties as are reasonably commensurate with the role.**

I accept this job description as a definition of the key responsibilities and duties of the post of the Support Worker - Communication (SSE) & Admin.

I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed.....

Date.....

Print name.....

## Person Specification: Communication Support Worker

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>BSL Level 3, with experience as a BSL CSW</li> <li>Level 2 Maths &amp; English (GCSE A*-C)</li> </ul>	<ul style="list-style-type: none"> <li>Trained interpreter</li> <li>Edexcel Professional Development Award for CSW or equivalent</li> <li>CACDP Note-taking for Deaf People</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Supporting deaf learners in a communications context</li> <li>Experience of voice over communication support</li> <li>Working with deaf learners with learning difficulties &amp; disabilities</li> <li>Working closely with a key person/staff member in meeting needs</li> </ul>	<ul style="list-style-type: none"> <li>Working in a further education environment</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>Knowledge of Deaf Culture &amp; Community</li> <li>Knowledge of Team functioning</li> <li>Good communication with deaf children and young adults</li> <li>Confident IT user Microsoft Office applications, Word, Excel, internet and Outlook</li> <li>Good oral &amp; written communication skills</li> <li>Ability to liaise with curriculum &amp; support staff at colleges</li> <li>Note-taking skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Learning opportunities for deaf learners</li> <li>Knowledge of Learning difficulties &amp; disabilities</li> <li>Knowledge of Equal Opportunities</li> <li>Lip-speaking skills</li> <li>Work on own initiative</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Empathetic &amp; very patient</li> <li>Reliable &amp; hardworking</li> <li>A cheerful outgoing personality</li> <li>Positive attitude to supporting young adults</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young adults</li> <li>Emotional resilience in working with challenging behaviours</li> </ul>	<ul style="list-style-type: none"> <li>Able to work under pressure</li> <li>Commitment to widening participation, equal opportunities &amp; social inclusion</li> </ul>