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**Job Description: Learning Communication Support Worker (Scale 1)**

**RESPONSIBLE TO:** Learning Support Manager

**JOB PURPOSE:**

* To support the learning of deaf students of the Academy, in local FE colleges and throughout the Academy, by facilitating all information and conversations.
* To contribute to the delivery of outstanding education for Deaf students within the Academy by ensuring that high quality support is available which enables engagement in and enjoyment of learning, leading to good progress and achievement.

**KEY RESPONSIBILITIES:**

1. As part of a professional team, work with teachers to provide an effective sign bi-lingual learning environment with well-structured teaching which motivates Deaf students to advance their learning.
2. To use behaviour management strategies, in line with the Academy policy and procedures, which contribute to a positive learning environment.
3. Support deaf learners of different ages on a range of courses at levels 1 and 2.
4. Provide reinforcement of curriculum content for deaf learners at levels 1 and 2.
5. Support deaf learners through sign language communication, note-taking, language modification and lip-speaking.
6. Support students on pre-supported internships and supported internships.
7. Work with the deaf learner’s peer group to enable him/her to share fully in the life of the college and to promote the social and emotional development of the learner.
8. Encourage and promote the confidence and independence of deaf learners.
9. Work on own initiative, referring matters to the Learning Support Manager when required.
10. Accompany students on recreational activities outside.
11. Provide and respond to information from teachers, lecturers and specialist tutors about the needs of deaf learners (e.g. for assignments, coursework and exams).
12. Liaise with Tutors for the Deaf and where necessary provide written reports.
13. Maintain current and accurate records of support work at all times and to contribute to the delivery of LCSW support as required and agreed by the Learning Support Manager.
14. Work closely with the Learning Support Manager to plan and deliver a professional service, which places the deaf learner at the centre of what you do.
15. Provide a professional customer service to internal and external customers.
16. Attend staff meetings as required.
17. Demonstrate flexibility in responding to changing demands in personal, team and college workloads.
18. Assist deaf learners in work experience placements and educational trips and activities where appropriate.
19. Provide communication support for the deaf learner in a variety of settings including annual reviews, examinations and meetings.
20. Deliver Deaf Awareness to the deaf learners’ peer groups.
21. Take responsibility for own training and professional development needs and to continually update them.
22. Comply with Diversity policies and their implementation and development in colleges.
23. Comply with all Health and Safety, Child Protection & Safeguarding and Risk Management policies and legislation whilst carrying out your duties.
24. Ensure confidentiality of student/teacher and college information and to comply with the Data Protection Act.
25. Comply with relevant Colleges’ Computer network user policies.
26. Carry our risk assessments for new activities, which are likely to endanger the student learners and to ensure checks are carried out for ongoing activities.
27. Carry out any other reasonable duties within the CSW team function, which are appropriate with this level of responsibility.

**OTHER DUTIES:**

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

**The above list is indicative and not exhaustive. The LCSW (Level 1) 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 LCSW (Level 1).

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..........................................

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications & Training | * BSL Level 2 * Level 2 Maths & English (GCSE A\*-C) | * BSL Level 3 * Edexcel Professional Development Award for CSW or equivalent * CACDP Note-taking for Deaf People |
| Experience | * Supporting deaf learners in a communications context * Teamwork | * Working in a further education environment * Working with deaf learners with learning difficulties & disabilities |
| Knowledge & Skills | * Knowledge of Deaf Culture & Community * Knowledge of Team functioning * Good communication with deaf children and young adults * Good oral & written communication skills * Ability to liaise with curriculum & support staff at colleges | * Knowledge of Learning opportunities for deaf learners * Knowledge of Learning difficulties & disabilities * Knowledge of Equal Opportunities * Note-taking skills * Lip-speaking skills * Work on own initiative * Ability to use Microsoft Office software applications, including Internet and e-mail |
| Personal Qualities | * Empathetic & very patient * Reliable & hardworking * A cheerful outgoing personality * Positive attitude to supporting young adults * Ability to form and maintain appropriate relationships and personal boundaries with children and young adults * Emotional resilience in working with challenging behaviours | * Able to work under pressure * Commitment to widening participation, equal opportunities & social inclusion |