

School / Leeds City Council Job Description

School: Bankside Primary School

Post Title	GRADE	JE Ref
Communication support worker	Level 3 (C1)	

Post(s) to which directly responsible

Immediate Line Manager

Post(s) for which directly responsible

Purpose of job - To support Deaf children in achieving their potential in Bankside Primary School

Responsibilities

- To facilitate curriculum access for deaf learners including those who are using sign as a means of communication
- To facilitate communication between deaf pupils and hearing peers and adults by using Sign Supported English and English
- Provide communication support for staff, pupils and parents in a variety of situations.
- To adapt materials and the delivery of curriculum content to enable access to deaf learners
- To deliver programmes of support and learning as required including specialist programmes set by a ToD or Speech and Language Therapists
- To monitor, assess and report on curriculum access and progress
- To contribute towards mainstream and specialist curriculum planning
- To liaise effectively with mainstream teaching staff and Sensory Service personnel
- To work in a multi disciplinary, multi agency manner and attend meetings as required
- To promote and support the social and emotional welfare of learners and the achievement of the desired outcomes for children
- To assist with training for school staff and children
- To ensure familiarity with pupils individual needs, programmes and required strategies
- To promote a positive view of Deafness and differences in culture.
- To participate in the ongoing evaluation of pupils support programmes.
- To facilitate communication for deaf children participating in extra-curricular and out of school activities.
- To liaise effectively and develop partnerships with families
- To promote the influence of the voice of the child or young person
- To take appropriate steps to promote and ensure the safeguarding of children while following

agreed policies and practice

- To participate in training and development activities as necessary to ensure up to date knowledge and skills.
- To undertake other duties appropriate to the post as required by the line manager or School management
- To comply with the requirements of all Leeds City Council policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.
- To actively promote and support Leeds City Council's Policies on Equal Opportunities and to work in an anti-oppressive manner.

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Bankside Primary School

School has access by stairs and lift and is accessible by disabled persons

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Grade: C1, NJC points 12 -17

Annual Leave: School Holidays

Term time only working (plus **5** days) **pay** pro rata for part time working.

Hours: **37** hours per week

Conditions of Service: NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Progression through the grades will be linked to the appraisal process and subject to you performing your key tasks to a satisfactory level, and where appropriate successful completion of examinations.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

Skills required	MOA
Demonstrate an appropriate level of BSL skills to facilitate two-way communication in a sign bilingual environment	T
Facilitate communication between Deaf pupils and hearing adults and pupils through the use of, English and Sign Supported English.	A, I, C & T
Advise others as to the needs of individual Deaf pupils.	A & I
Share information with other professionals in reviews of individual pupil progress.	A & I
Contribute to the on-going training of mainstream staff and other professionals	A & I
Work with others to monitor, assess and record pupil progress.	A & I
To produce quality learning and support materials	A & I
Demonstrate effective time management.	A & I
Ability to undertake work in nursery, primary and secondary phase as required	A & I
Use ICT and technology effectively to promote learning	A & I
Knowledge required	MOA
Educated to GCSE level C or above in English and Maths or equivalent.	A & C
Of the role of the CSW in education	A & I
Of the potential implications of hearing impairment on educational attainment as well as social and emotional development and well-being.	A & I
Knowledge and understanding of issues relating to British Sign Language learning, sign bilingualism and communication support, particularly in the acquisition of English and Literacy	A & I
Of other sign systems such as Sign Supported English	A & I
Experience required	MOA
Of working with deaf children or young people	A & I
Behavioural & Other Related Characteristics required	MOA
To have high expectations of deaf and hearing impaired children	A & I
Committed to working in partnership with all relevant agencies, children and young people and their families	A & I
Committed to the full inclusion of children with SEN in educational settings	A & I
Committed to continuous improvement.	A & I
Ability to understand and observe the Council's Equal Opportunities Policy.	A & I
To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies.	A & I

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.	A & I
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PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates. Progression through the grades will be linked to the appraisal process and subject to you performing your key tasks to a satisfactory level, and where appropriate successful completion of examinations.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

Skills required	MOA
An accredited certificate in Communication Support Work	A & I
BSL Level 3 or above	A & I
BSL/English Interpreting qualification	A & I
CACDP Deaf Awareness	A & I
Knowledge required	MOA
The National Curriculum and/or Early Years Foundation Stage	A & I
Issues concerning developments in the use of sign bilingualism.	A & I
Current developments in Deaf and mainstream education.	A & I
Experience required	MOA
Of working with children in an educational setting	A & I
Of working with families	A & I
Of working as a CSW or BSL interpreter	A & I
Of advising and supporting colleagues or other professionals	A & I