# LogoWhittington Green School

# Post: Team Leader (Higher Level Teach and Learning Assistant) – Communication Support Worker

**Responsible to:** SENDCO

**Weeks:** 39

**Hours:**  14½ hours Thursday and Friday 8.25am – 3.10pm

**Grade:** 9

**Job summary:** To enable deaf students to access, as fully as possible, the curriculum and life of the school.

A Communication Support Worker is part of a support team working with individual and/or small groups of students. The primary responsibility of a CSW is to work with, relate to and interpret for deaf students.

**General duties and responsibilities:**

1. Support individual and small groups of deaf students in mainstream classes and in specialist resourced facilities/bases, as well as in whole school or larger group activities such as assemblies and productions.
2. Provide interpreting and other forms of communication support (e.g. note-taking and lip-speaking) to individual and small groups of students, conveying the content of any lesson, story, discussion and talk in a meaningful form agreed with other support staff, the student parents etc.
3. Adjust the communication support according to the needs of the students, the aims of the lesson, the expectations of the students etc. Part of the support may entail filling in gaps in the student’s knowledge, relating new information to previous experience and working through a task with the student, repeating / reinforcing information previously given by the class teacher.
4. Identify specific language and conceptual problems which occur within the classroom and link up with support staff who might be able to offer additional help and tutorial support.
5. Facilitate communication between the deaf students and hearing students or adults.
6. Under the direction of and in liaison with the SENDCO and subject teachers, to work in class with deaf students in order to facilitate communication and access using a range of communication modes and strategies as appropriate.
7. Under the direction of and in liaison with the SENDCO, to prepare work and work with small groups.
8. To liaise closely with the SENDCO and subject teachers regarding the delivery of mainstream subjects, advising as appropriate on the modification and differentiation of the learning environment, materials and delivery styles.
9. To advise teaching and other staff on appropriate communication strategies when working with deaf students.
10. To provide appropriate support to students during examinations and assessments, according to guidelines issued by the awarding bodies, Examinations Officer and SENDCO.
11. To prepare learning materials appropriate to the needs of specific deaf students.
12. To continue to develop a range of communication skills and strategies, including skills in using British Sign Language.
13. To regularly record and update information according to the system operated by school (currently mainstream support sheets), and to provide, on request from the SENDCO, written information about student progress and in particular about support issues.
14. To contribute to annual reviews as requested.
15. To work effectively as a member of Student Support and Inclusion, maintaining team confidentiality and feeding back as appropriate.
16. To attend staff meetings, if and when required.
17. To be on duty before registration, before break and lunchtimes to support with homework, revision and encourage social interaction and independent learning.
18. To attend registration with named student(s) morning and afternoon to hand out deaf alert devices, relay messages to the students and ensure students have full access to information given out in form time.
19. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibility of the post.

**All staff are expected to:**

* work in accordance with the school’s aims and policies.
* work towards creating a pleasant and welcoming environment throughout the school.
* contribute to the school’s guidance and support programme.
* demonstrate a commitment to the use of ICT to enhance teaching and school systems.

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**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications and Experience** | | |
| Core subject qualifications  Experience of working with children or younger adults  Previous experience within an educational environment  Deaf awareness  British Sign language Level 2 qualification  British Sign language Level 3 qualification | √  √  √  √  √ | √ |
| **Skills and knowledge** | | |
| Ability to work independently  Able to co-ordinate a variety of tasks simultaneously  Able to prioritise workload and work well under pressure  Excellent organisational skills  Able to promote good relationships with students, parents, staff and visitors  Knowledge of all school based systems | √  √  √  √  √  √ |  |
| **Aptitudes** | | |
| Empathy  Safeguarding  Negotiating skills  Good ICT skills  Initiative/forward thinking  Forming positive relationships with students and staff  Good organisational skills  Effective time management | √  √  √  √  √  √  √  √ |  |
| **Dispositions** | | |
| Enthusiastic  Positive  Caring  Patient  Calm  Resilient  Confidential  Well motivated  Aware of the challenges young people have to meet | √  √  √  √  √  √  √  √  √  √ |  |
| **Job Specific Requirements** | | |
| Willingness to undertake further professional development | √ |  |