

# TRELOAR TRUST

## JOB DESCRIPTION

**Post:** Communication Support Worker (CSW) with BSL Signing Skills

**Responsible to:** Class Teacher and SENCO / Deputy Head

### **JOB PURPOSE / MAIN PURPOSE OF ROLE:**

To provide communication support and guided teaching support to a deaf student with additional mobility, communication and language development needs.

### **MAIN RESPONSIBILITIES/DUTIES:**

The Communication Support Worker will:

- Liaise with the class teacher as to what is being taught, prepare additional resources related to the needs of the specific child and identify key language skills and vocabulary development needs for the week.
- Provide support as agreed with the teacher, and in discussion with the student's Speech and Language Therapist (SLT) and visiting Specialist Teacher Advisor for Hearing Impairment. This may include pre-tutoring support to ensure the student has the necessary knowledge and familiarity with the vocabulary and concepts used in the lesson. It may also involve post-tutoring to check understanding, and reinforce key learning points.
- Provide signing support at an appropriate level in a range of situations, as agreed with the teacher, SLT and Specialist Teacher Advisor. This may range from key word signing to use of Sign Supported English to BSL, as appropriate for the needs of the student, the setting / learning task involved and the student's preference.
- Record progress of targeted interventions and feed back to the class teacher to inform planning and next steps.
- Support interventions with a small group if appropriate or in a 1-1 situation when required.
- Support access in whole class situations by signing what the teacher is saying at an accessible level for the student.
- Use praise, assistance and encouragement to motivate the student(s) and to help them stay on task. Follow individual students' Behaviour and Emotional Support Plan if applicable.
- Carry out daily checks on hearing aids or other amplification equipment as shown by the Specialist teacher Advisor for Hearing impairment and steps to ensure any problems with equipment are dealt with as quickly as possible. Support other staff in the use of technology as needed and promote development of the student(s)' independence with their own hearing technology in a structured manner.
- Help to promote a positive image of deafness and signing throughout the school.
- Facilitate the development of an inclusive environment and help to develop the independence of the student within the school environment.
- Work with colleagues to ensure the classroom and its layout provides a good listening environment.

- Be prepared to keep daily records and to liaise with the class teacher, SLT and SENCO / Deputy Head for the purpose of planning future work and reporting on the progress of the student.
- Be prepared to work as part of a team within the classroom.
- Carry out any other duties that may be reasonably required as and when directed by the Headteacher.

#### **ADDITIONAL DUTIES:**

- Support colleagues to deliver outstanding care ensuring that students enjoy dignity compassion and respect at all times and in all aspects of their lives.
- Actively support out students to access technology to enhance their lives, develop their independence, offer their ideas and express their opinions.
- Support our students to make choices, have a voice, build their self-esteem and develop their independence and self-advocacy.
- Communicate and share knowledge and understanding of learners' changing needs to the members of the multidisciplinary team.

#### **EDUCATION AND DEVELOPMENT / CONTINUING PROFESSIONAL DEVELOPMENT:**

- Participate in training and other learning activities to develop the competencies to effectively support deaf students and to ensure knowledge and skills are kept up to date.
- Be willing to attend additional training regarding specific difficulties associated with Multi-Sensory Impairment in order to be able to support students with additional sensory impairments.

#### **OTHER DUTIES:**

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

**Treloar Trust**

**HR Department  
July 2023**

## Person Specification - Communication Support Worker (CSW) with BSL Signing Skills

| <b>MINIMUM</b>  | <b>DESIRABLE</b>   |
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| <p><b>Education &amp; Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. BSL Level 3 qualification (or BSL Level 2 and willingness to undertake L3 qualification within a year)</li> <li>2. GCSE 5 A-Cs grades including English and maths or equivalent</li> </ol>  | <ol style="list-style-type: none"> <li>1. BSL signing skills in advance of Signature Level 3</li> <li>2. Further / higher education to A Level or degree level</li> <li>3. Communication Support Worker qualification</li> <li>4. Deaf Studies qualification</li> </ol>  |
| <p><b>Knowledge &amp; Experience:</b></p> <ol style="list-style-type: none"> <li>1. A good understanding of hearing impairment and the needs of deaf students, the impact on learning and the support required to ensure they make progress and feel included.</li> <li>2. A knowledge and understanding of how to communicate effectively with deaf children / young people.</li> <li>3. A minimum of 2 years' experience supporting children / young people in an education setting.</li> <li>4. A good knowledge of hearing technology (or willingness to undertake training within the first term), including its benefits, limitations and conditions for effective use.</li> <li>5. A proven track record of working successfully in close collaboration with others</li> <li>6. A clear understanding of professional boundaries and codes of conduct</li> <li>7. Knowledge and understanding of safeguarding</li> </ol> | <ol style="list-style-type: none"> <li>1. Experience of working with children and young people with complex needs, ideally involving working with people with complex communication difficulties.</li> <li>2. A good understanding of the respective roles of the class/subject teacher and the CSW and specialist roles e.g. Specialist Teacher for HI, Audiologist, Speech and Language Therapist.</li> <li>3. Knowledge of effective approaches to behaviour support and management.</li> </ol> |
| <p><b>Skills &amp; Abilities:</b></p> <ol style="list-style-type: none"> <li>1. Ability to check the functionality of hearing equipment, maintain it and undertake basic troubleshooting and repairs.</li> <li>2. Good communication skills – both oral and written.</li> <li>3. Basic IT skills.</li> <li>4. An ability to establish an appropriate balance between supporting the student to complete a task while encouraging independent learning and ensuring the student(s) has full understanding of the learning points of the lesson.</li> <li>5. An ability to understand the lessons being taught so that pre-lesson and post-lesson support/tutoring</li> </ol>   | <ol style="list-style-type: none"> <li>1. Advanced IT skills.</li> <li>2. An ability to contribute to the planning and identification of strategies to meet the student's needs and the confidence to contribute with ideas based on detailed knowledge gained through supporting the student.</li> </ol>  |

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| <p>can be offered to the student.</p> <p>6. An ability to observe and report to the teacher/SENCO / DEPUTY HEAD/SLT/ Specialist Teacher for HI on student progress, gathering information about their knowledge, skills and understanding.</p> <p>7. An ability to adapt materials and resources for lessons.</p>   |  |
| <p><b>Personal Qualities:</b></p> <ol style="list-style-type: none"> <li>1. An ability to establish good professional relationships and rapport with students and parents</li> <li>2. Good organisational skills and time management skills.</li> <li>3. A preparedness and ability to take initiative.</li> <li>4. An awareness and acceptance of the need for confidentiality.</li> <li>5. A willingness to learn and to undertake further training to ensure the required knowledge for the post is kept updated.</li> </ol> |  |
| <p><b>Physical Requirements</b></p> <ol style="list-style-type: none"> <li>1. Ability to provide physical support for each student in line with their care plan – which will include moving and positioning, support with assisted transfers, pushing wheelchairs</li> <li>2. Moving and positioning of students by means of mechanical aids</li> </ol>   |  |
| <p style="text-align: center;"><u>TRELOAR TRUST IS COMMITTED</u><br/> <u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u><br/> All successful candidates will be subject to a Disclosure &amp; Barring Service Check along with other relevant employment checks</p>  |  |

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY.**