

**COLEG CAMBRIA**

### JOB DESCRIPTION AND PERSON SPECIFICATION

### Job Title: Communication Support Worker

### Reports to: Additional Support Coordinator

**Salary range:** BS 23-25 -£24,003- £25,374

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**Main Purpose of Job**

* To provide communication support for students on college programmes who have communication needs.

**Responsibilities and Accountabilities**

* To provide students with communication difficulties or sensory impairments with support in the classroom and/or during break and lunchtimes, on college organised external visits and within other outreach centres when required.
* To assist with the provision of access arrangements for assessment activities and examinations.
* To maintain records detailing support provision for learners and to submit to Additional Support Coordinator at agreed intervals
* To liaise with the Additional Support Coordinator, zoned Study Skills tutor and teaching staff to ensure delivery of an effective service.
* To attend team meetings, Programme Area & Directorate meetings when required
* To undertake appropriate staff development in order to maintain and develop appropriate knowledge and skills with particular reference to the use of IT.
* To be aware of Equality and Diversity legislation and likely issues which may arise.
* To be aware of Data Protection and Confidentiality legislation and to ensure information relating to learners and staff is only disclosed to college personnel when required.
* To be aware of Safeguarding procedures and the PREVENT programme; to adhere to the college system and undertake required training.
* To implement and adhere to college quality systems and procedures
* To undertake any other appropriate duties relating to this position as specified by the college.

**Miscellaneous:**

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

**Review:**

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: …………………………………………… Date………………….

**POSTHOLDER**

Signed: ……………………………………………. Date…………………..

**HR Advisor**

**Person Specification**

| **Attributes** | | **Item** | **Relevant Criteria** | | | **How Identified** | **Essential/**  **Desirable** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Qualifications | 1.1 | GCSE English and Maths grade C or above (or equivalent qualification) | | | A/C | Essential |
| 1.2 | Qualifications relevant to support required BSL Sign Language to a minimum of L3. | | | A/C | Essential |
| 1.3 | Qualifications and/or experience in additional communication methods (ie: Makaton). | | | A/C | Desirable |
|  |  | 1.4 | C&G Certificate in Adult Learner Support | | | A/C | Desirable |
| 2 | Relevant Experience | 2.1 | Experience of working with people with communication difficulties (this could apply to personal circumstances also) | | | A/I | Essential |
| 2.2 | Experience of providing support in a classroom or similar setting | | | A/I | Desirable |
| 2.3 | Experience of note-taking | | | A/I | Desirable |
| 2.4 | Knowledge of deaf awareness issues | | | A/I | Desirable |
| 2.5 | Understanding of general support needs for students with communication difficulties. | | | A/I | Essential |
|  | Specialist Knowledge and Memberships | 3.1 | Able to communicate fluently (both written and verbal) through the medium of Welsh | | | A/I/T | Desirable |
| 3.2 | Able to demonstrate a commitment to and awareness of the importance of Safeguarding | | | A/I | Essential |
| 3.3 | First Aid Certificate (or willing to work towards) | | | A/C | Desirable |
| 4 | Skills & Abilities | 4.1 | Excellent communication and interpersonal skills | | | A/I | Essential |
| 4.2 | Able to work well in a team | | | A/I | Essential |
| 4.3 | Pro-active and self-motivated | | | A/I | Essential |
| 4.4 | Able to deal with all levels of staff and students | | | A/I | Essential |
| 4.5 | Able to respond to change in a positive manner | | | A/I | Essential |
| 4.6 | Creativity and flexibility | | | A/I | Essential |
| 5 | Attitudes and beliefs | 5.1 | A commitment to the college’s culture which places people at the centre of everything we do. | | | A/I | Essential |
| 5.2 | A commitment to the established ethos of the organisation as a partnership between learners, staff, governors, employers, parents and other stakeholders | | | A/I | Essential |
| 5.3 | The continuous pursuit of high standards and excellence in all services provided by the organisation. | | | A/I | Essential |
| 5.4 | A commitment to ensuring that all members of the organisation are valued, motivated and encouraged. | | | A/I | Essential |
| 5.5 | The promotion of high professional, moral and personal standards in all aspects of the organisation, subscribing to the Nolan Principles. | | | A/I | Essential |
| 5.6 | A demonstrable commitment to equality and diversity. | | | A/I | Essential |
| 5.7 | An empathy and appreciation of Welsh Culture, language and heritage. | | | A/I | Essential |
| 5.8 | The belief in upholding a strong organisational brand and reputation. | | | A/I | Essential |
| **Key:** | | | **How Identified** | **A** | Application | | |
| **I** | Interview | | |
| **T** | Test | | |
| **C** | Copy of Certificates | | |
| **P** | Presentation | | |