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101, Nightingale Lane, Balham London SW12 8NA

Tel: 0208-673-3453;

**JOB DESCRIPTION**

**Post Title:** **Communication Support Worker**

**Main purpose of job:** To support lesson delivery by both hearing and deaf staff so as to maximise learning by pupils

**Grade:** SO1 (23-25) £32,301 - £33,474 **FTE pa.**

**Full / Part Time:** Full-Time, 36 hours per week

Part-time applications also welcomed

Term Time only 39 weeks

The School Communication Support Worker (CSW) is expected to work flexibly to meet the needs of the school. There will be occasional evening meetings e.g. parents evenings, which the CSW will be expected to attend.

The role of the CSW is to enable deaf students to access, as fully as possible, the curriculum in school. Their post will involve signing for hearing teachers/support staff and speaking for deaf teachers/support staff. The CSW will also be required to offer other forms of communication support, e.g. note taking, examination support and rewording reports written by staff with written English as an addition language.

Information must be presented in a form accessible to the pupil/teacher/support worker. In general, for a CSW to be most effective, adaptation and modification of content, structure and language during the lesson may be required in terms of:

1. sign language skills
2. ability to take in new information
3. level of language

The CSW should pass on the information provided by the pupil, teacher/support worker. They are not responsible for altering the content without their agreement. However, they may decide to drop extraneous information where (s)he judges that the student cannot take on any new information. Technical vocabulary and relevant subject information should not be omitted.

**Main activities and responsibilities**

* Support teachers/support workers and pupils with their communication needs in school and on visits.
* Convey the content of lessons, assemblies, meetings etc. in a form appropriate to the needs of the pupil, teacher or support worker.
* In the case of specific language or conceptual problems identify appropriate ways of interpreting thereby allowing the maximum access to the curriculum.
* Interpret for individual meetings, Careers & work experience programmes, pupil interviews etc.
* Participate in the delivery of In-ServiceTraining (INSET)
* Attend school briefing meetings and interpret if requested
* Participate in inductions and appraisals
* Ensure own professional development of skills and knowledge is

up-to-date with current practice.

* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos, work and aims of the school.
* Appreciate and support the role of other professionals.
* Undertake any other such duties as the Headteacher or Line Manager may reasonably require from time to time.

**Other**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and 'Working Together to Safeguard Children' in relation to child protection and safeguarding children and young people

To ensure that the line manager is made aware and kept fully informed of any concerns in relation to safeguarding and / or child protection.