



OAK LODGE SCHOOL

101, Nightingale Lane, London, SW12 8NA

Tel: 020 8675 9751 Fax: 020 8675 7457

JOB ACTIVITIES

Post Title: Communication Support Worker
(Casual Contractor)

Postholder:

Main Purpose of Job: To support the learning of deaf students at a mainstream College

Grade: from £14.00-£24.00 per hour

Full/Part-Time: As agreed individually

Main Activities & Responsibilities

The role of the Communication Support Worker (CSW) is to enable deaf students to access, as fully as possible, the curriculum and life in the mainstream college. A CSW is expected to be part of a support team working with individual and/or small groups of students. Although the primary responsibilities of CSW relate to interpreting, (s)he may also be required to offer other forms of communication support, eg note taking, lipspeaking. The CSW is not the sole person responsible for the support of deaf students but works with the support tutor and as part of a support team.

Although most lectures involve interpreting, information must be presented in a form accessible to the student. In general, for a CSW to be most effective, adaptation and modification of content, structure and language during the lesson may be required according to the needs to the student in terms of:-

- (i) sign language skills
- (ii) ability to take in new information
- (iii) level of language

The CSW should pass on the information provided by the tutor/lecturer. The CSW is not responsible for altering the content without their agreement. However, the CSW 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.

Responsibilities

1. Communication Support

- a) Support individuals/small groups of students in a mainstream college environment, according to their needs.
- b) Convey the content of lectures, tutorials, workshops etc in a form appropriate to the needs of the student e.g. BSL, SSE, note taking.
- c) Identify specific language or conceptual problems and refer back to the support tutor. In liaison with the support tutor, to identify appropriate ways of interpreting for the student, thereby allowing the maximum access to the curriculum.
- d) Facilitate communication between the deaf student and their peers/tutors/other students in the classroom.

2. Preparation

- a) Discuss with mainstream staff, the role of the CSW in the classroom prior to the start of the lecture.
- b) Read documentation e.g. Annual Review, reports on the student and discuss the most appropriate form of support with the support tutor.
- c) Obtain course outlines, information, worksheets from the lecturer to enable thorough preparation.
- d) Discuss subject specific interpreting issues with a Support Tutor.

3. Administration

- a) Complete "Student Support Link" forms conveying a brief description of the content of the session, new vocabulary, concepts, and assignments.
- b) Inform the support tutor of a student's strengths, weaknesses and general progress.
- c) If a student under the age of 18 is identified as 'vulnerable' (see Vulnerable Adults Policy in tutors' Handbook) or who has personal or social difficulties that interfere with their studies, information should be passed on to the Support Tutor.
- d) To undertake any other such duties in Deaf First or Oak Lodge School as the Headteacher or Senior Tutor may reasonably require.

4. Liaison

- a) To meet termly with the Line Manager for observation/review/supervision.
- b) To liaise regularly with the student's Support Tutor.
- c) To liaise with other CSWs sharing skills and problems, formally and informally.
- d) To develop good working relationships with mainstream lecturers gaining information on subjects, lecture content, worksheets etc.

5. Professional Development

- a) To participate in In-Service Training (INSET).
- b) To attend regular CSW meetings.
- c) To participate in the delivery and planning of INSET to mainstream staff/students, as requested.
- d) To develop professional skills through reading, further training, participation in meetings/organisations such as NATED and so on.
- e) To participate in appraisal, mentor and induction procedures; if requested, to act as mentor or inductor to new staff.
- f) Interpret staff/team meetings, careers, YT, interviews, visitors according to experience/qualifications, when appropriate.
- g) To work with the team on new initiatives, in order to meet the needs of the student.

6. Other

- a) 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 as this applies to the worker's role within the organisation.
- b) To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- c) To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Signature: _____ Date: _____

Postholder

Signature: _____ Date: _____

Head of Adult Education