

## **DEAF FIRST @ OAK LODGE SCHOOL 2015-2016**

101, Nightingale Lane, Balham London SW12 8NA

Tel: 0208-675 9751; Fax: 0208-675-5774

### **JOB DESCRIPTION**

**Post Title:** Translator

**Post holder:**

**Main purpose of job:** Translation / Interpreting – Sign Language / English

**Responsible to:** Head of Deaf First

**Grade:** TBC

**Full / Part Time:** Part time (Casual) Term Time Only

### **Main activities and responsibilities**

#### **Translation**

1. To carry out interpreting and translation work requests as directed by Deaf First
2. To accurately voice over from Sign Language to English
3. To accurately translate English to Sign Language / BSL
4. To proof read and correct written English.
5. To provide written English support as required.

#### **Administration:**

6. To carry out any Access to Work on behalf of staff
7. To provide telephone support for Deaf/Hard of Hearing staff as required.
8. To organise and attend work assignments
9. To arrange new bookings for all assignments

**Training / Line Management:**

10. To ensure continued professional development of skills and knowledge is up-to-date
11. To co-work and support Communication Support Workers as part of their professional development as required

**Work Activity:**

12. To arrive on time for all bookings.
13. To maintain confidentiality
14. To accept and apply feedback from observations
15. To dress in a professional manner

**Other:**

16. To be registered as a Sign Language Interpreter and adhere to their code of conduct.
17. Undertake any interpreting or translation work as the Head of Deaf First may reasonably require.
18. To be aware of and comply with the policies and procedures carried out in accordance with Deaf First / Oak Lodge School Council policies.
19. To comply with the equal and diversity, child protection, prevent, health and safety and safeguarding as they apply to this work.
20. To work as part of a team with other Interpreters/Translators, Teachers, CSWs, TAs, Site Staff and Administrators.
21. To ensure that the designated Safeguarding Officer, Child Welfare and Protection Officer, Head of Deaf First and the Headteacher are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

**Signed:** \_\_\_\_\_

(Postholder)

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

(Head of Deaf First)

**Date:** \_\_\_\_\_