



## **Communication Support Worker (Deaf and Hearing-Impaired Students)**

Salary: Band 6, **£27,363 to £31,067** per annum full time equivalent, pro-rata for part time and Term Time Only.

Contract: **Fixed term** until 31 August 2026.

Hours: **Part time** (13 hours per week, Monday to Friday, precise hours can be discussed at interview), **Term Time Only** (39 working weeks)

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment, to improve outcomes for children.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

### **Who are we?**

The Vision and Hearing Team is based in the Civic Offices and is a highly regarded Team within the Inclusion Service which is an integral part of the Education Department. The team comprises of Specialist Teacher Advisers, Higher Level Teaching Assistant, a Habilitation Specialist for visually impaired pupils, and Communication Support Workers for hearing impaired pupils.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how you are and how you work then this could be the role that meets your expectations.

### **What is the role?**

#### **Key Tasks**

- To support deaf and hearing-impaired pupils with all aspects of communication in a school environment, across all key stages (YR - Y11).

#### **Access to the Curriculum**

- Work under the direction of the Specialist Teacher Adviser, Hearing Impairment in liaison with the class teacher to ensure the pupil has access to the National Curriculum.
- Liaise with the Specialist Teacher Adviser of the Hearing Impaired and act as communicator between teacher of the Hearing Impaired and school staff when timetable constraints prevent personal discussion.
- Supporting pupil/student access to the teaching and learning environment to achieve their objectives on Education Health and Care Plans.

- Establishing productive working relationships with pupils/students, acting as a role model and setting high expectations for engagement, learning and behaviour
- Preparing work, organise additional materials to enhance learning experiences and learning materials for the pupil/student following guidance from the Specialist Teacher Adviser, Hearing Impairment, class or subject teacher/tutor and taking account of the child or young person's interests, language ability and cultural background.
- Prepare beforehand for the introduction of new concepts/vocabulary, e.g. compile a list of key words before a topic is introduced.
- Following up the introduction of key concepts and new vocabulary, checking understanding; re-explaining ideas.
- Encouragement and feedback appropriate to the child's needs.
- Using ICT effectively to support learning activities and develop pupils'/students' competence and independence in its use. Prepare materials for computer aided learning experiences.
- To communicate effectively with other agencies/professionals, in consultation with teachers, to support achievement and progress of pupils/student.
- If necessary, and subject to agreement, to escort pupils/students to and from activities.
- Contribute to reports and review meetings for pupils/students as requested.
- Maintain good and appropriate links/communication with families and other supporting professionals including record keeping and other records such as home to school liaison records
- Take responsibility for filling in home/school notebook/diary in close liaison with the appropriate teacher.
- Ensure that important information reaches home but expect pupil to take increasing responsibility for this appropriate to the age of the child.
- Ensure that the appropriate member of staff is informed if the pupil is experiencing particular difficulties.
- Promote deaf awareness across the school.

### **Develop Communication and Interaction Skills**

- To facilitate access to the language of the curriculum using the child or young person's preferred mode of communication. Depending on the age of the child or young person and his/her communication needs support may include: - Communicating, modifying and clarifying language within the classroom using voice clearly for hearing aid and cochlear implant users and sign language where appropriate. Sign Supported English (SSE) with voice or British Sign Language (BSL) with immediate vocalisation will be used, as advised by the Teacher of the Deaf.
- Develop individual child's knowledge and use of signing to support language development understanding and broaden learning.
- Act as a facilitator in group discussions to enable pupil to take an active part.
- Foster language acquisition and development in a manner appropriate to the age/language level of the pupil, including teaching intervention programmes with the pupil on a one to one basis.

- Supporting the development of pupils'/students' communication and language skills; giving good language models; using clear voice and good spoken and written English language as appropriate.
- Facilitating communication between the pupil/student and mainstream staff including interpreting for the pupil/student if appropriate.
- To help the pupils/students in relationships with peers, facilitating communication whilst recognising the need to be sensitive to the children/young people; helping to build pupil self-esteem, confidence and independence.

### **Supporting Physical Needs**

- Check that hearing aids/radio aids and cochlear implant are functioning efficiently and take appropriate action if they are faulty.

### **Developing Independence and Resilience**

- Assist the pupil to become an independent, confident learner, who can organise themselves. to become an active and resilient learner.
- Fostering independence and facilitating full inclusion into school life.

### **Administrative Responsibilities**

- Checking work emails regularly and using email for effective communication
- Undertake administrative tasks such as photocopying and word processing
- Maintain records and reports as required
- Inform their line manager of any absence from work promptly

You will also perform any other relevant duties within the purview of the post. You will act in a way that supports and promotes Portsmouth City Council's Equal Opportunities Policy, which aims to ensure everyone has equal treatment and equal access to employment and services.

Portsmouth City Council recognises and accepts its responsibilities to provide, as far as reasonably practicable, a safe and healthy working environment for its employees. Employees are expected to work with due regard to the health and safety of themselves and others at all times.

You will report to the Lead Communicator, who has responsibility for coordination of communicators, for deployment arrangements, quality of work and CPD (continuous professional development).

## Who is the person?

### You must:

1. Have a **British Sign Language Level 2 qualification (ESSENTIAL)** and knowledge of Signed English (i+ ii) (desirable but not essential).
2. Possess a sound base of current issues pertinent to the communicator role.
3. Have an insight into your own behaviour and professional boundaries with staff, parents and pupils, and the ability to reflect on practice (in individual and group situations with clients and colleagues).
4. Be able to work individually and as part of a team (these are equally important in this role).
5. Be able to demonstrate effective oral and written communication skills.
6. Have excellent self-management skills (prioritising, time management, recognising limitations, planning further professional development).
7. Be able to evidence growth and learning from training and prior employment experience.
8. Be able to advise on and teach the use of specialist software and equipment, under the guidance of the specialist teacher adviser.

**You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.**

### General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.