



Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

**Communication Support Worker (various hours available, term-time only; 38 weeks)  
Additional Learning Support  
Ref: VBSS20.78**

## 1. The Appointment

### ABOUT THE ROLE

You will be part of a team that provides a wide and varied range of communication support to d/Deaf and Hearing Impaired learners, thereby enabling them to access the full range of curriculum and college activities.

Integral aspects of this role include ensuring that d/Deaf and Hearing Impaired learners have full access to programmes of learning either by relaying information using British Sign Language, Signed Supported English, notetaking, and lipspeaking, whilst meeting the diverse individual learning styles of d/Deaf learners.

The ideal candidate will be expected to provide flexible methods of communication support which will usually require more than one method of support, i.e. working alongside colleagues in supporting a learner (2:1) in a classroom situation with a BSL user, notetaking, and signing and or transcribing/modifying language.

This is a challenging role that requires an understanding of d/Deaf culture and the needs of learners with a range of Learning Difficulties and Disabilities.

Flexibility is essential in this role as you may be required to support learners accessing residential which may include an overnight stay or learners accessing evening or Saturday courses.

In addition to the BSL Level 2 qualification we would also welcome applications from individuals who hold this qualification but also have experience within the d/Deaf community.

**Please specify on your application form the working hours required.**

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

### JOINING OUR JOURNEY

Vision Business Support Services Ltd (VBSS) provides high-quality support services to all aspects of the college group. VBSS is a subsidiary company of West Nottinghamshire College which provides an important service and plays a pivotal part in the success of the college and creating an exceptional learner experience.

When you join our college group, our staff have access to numerous benefits and facilities:

- Pension Scheme
- Occupational Health Service
- Enhanced Maternity/Paternity provision
- Staff Development days/week (July)
- Free confidential counselling service
- Free car parking
- On-site hair and beauty salon, Revive Spa, fine dining Refine Restaurant and Create Theatre

## 2. The Post

### 2.1 Main Duties and Responsibilities

- To offer a wide range of communication support strategies to learners with a hearing loss to enable access to the curriculum in an appropriate method and to meet the learners' needs and preferred learning style. The level of signed support should reflect the appropriate level of access for the learner and to that of the level of the course.
- Relay information from the deliverer of learning, conveying expression and feelings, to the Deaf learner using the full BSL grammar to the appropriate level of learning of the individual. To include using voice-over skills to relay information from the learner to the deliverer of learning in spoken English.
- Relay information from the deliverer of learning to the Deaf learner using sign supported English, should the learner prefer this method of signed communication to that of BSL.
- Relay information using 'lipspeaking' as a method of communication to oral/lip-reading learners. This should also convey feelings and expressions of the speaker.
- To modify / transcribe the written work of the learner from BSL to written English where agreed and appropriate to the programme of study.
- To offer notetaking support to learners by taking full and comprehensive notes in an agreed style and using appropriate levels of English to meet the learners' needs. This will ensure the learner has notes to meet programme requirements and enable them to undertake revision in a way they can access.
- Modify and prepare, prior to the lesson, learning materials and resources for d/Deaf learners, and learners with communication difficulties. To include the use of adaptive equipment, communication boards/books, building a vocabulary of signs and symbols, and building a signed and written glossary of technical language for subject areas. Modification of difficult language will also be needed during a session; this could be by translating it into BSL, or in note form/on a handout.
- To transcribe non-subtitled videos/DVD's verbatim and modify difficult language within the transcript for d/Deaf learners, to provide a visual running 'commentary' of the shown video in the classroom. This will ensure full inclusion within the session. Each transcription will require careful consideration of the needs of the individual learner.
- Advise teaching staff on room layout to incorporate the use of environmental equipment in the classroom where appropriate, i.e. loop systems, and radio aids.

- j) To maintain thorough records of support and learner progress under the management of the Team Leader for d/Deaf and Hearing Impaired Learners. Records include daily logs of support and official funding documents to ensure that enable the area to measure quality and review and evaluate the service provided.
- k) To support, advise and guide the deliverer of learning in identifying special exam arrangements for learners with a hearing loss.
- l) To support learners during exams using the required communication strategy appropriate to the learners needs. This will include BSL, reading or scribing for the learner. Rubrics will need to be translated, and then the CSW will work strictly in relation to examination guidelines.
- m) Liaise with Learner(s), tutors and peer groups to facilitate successful integration into college life and promote independence and ownership of learning. Duties will include rotated lunchtime supervision for vulnerable learners to ensure communication continues.
- n) To continually promote Deaf awareness formally and informally within the classroom and throughout college through Staff development days, training programmes and peer group training in the classroom. Day to day awareness raising should take place, ensuring equal access to information for the d/Deaf learner at all times.
- o) Attend regular team meetings to update changes of learner needs, to ensure continuity of progression and exchange new technical vocabulary/signs with colleagues.
- p) To continue personal and professional development to ensure progression of the service.

## 2.2 Other Responsibilities

- a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments of the college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

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| <b>3. Skills, Qualities &amp; Knowledge</b> |
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|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications:</b>  |           |           |
| 3 GCSE's grade C or above (or equivalent), one being English language | ✓         |           |

|   | Essential | Desirable |
|---|-----------|-----------|
| Maths to at least level 2 (or currently working towards)  | ✓         |           |
| Signature Level 2 in British Sign Language (BSL)  | ✓         |           |
| Signature Level 3 Certificate / NVQ Level 3 in BSL (to be achieved within 2 years of commencement of post)  | ✓         |           |
| BTEC/Edexcel Communication Support Worker for Deaf People (or be willing to work towards)   | ✓         |           |
| Signature Level 2 in notetaking/lipspeaking/deafblind communicator-guide (or be willing to work towards)  | ✓         |           |
| <b>Experience</b>   |           |           |
| Worked within an educational setting  |           | ✓         |
| Current experience of communicating with d/Deaf people  | ✓         |           |
| Links with the Deaf community/organisations   |           | ✓         |
| Language modification from BSL/ written English/BSL   | ✓         |           |
| Language modification for notetaking, using a level of English appropriate to that of the learner to access, i.e. modify the carrier language                       | ✓         |           |
| Building glossaries of technical language for the learner   | ✓         |           |
| Précis or modify the spoken word to ensure access whilst lipspeaking, should the level of the language by the speaker not be appropriate for the learner to access. | ✓         |           |
| Using the Microsoft Office 2000 package – Word, Excel, Outlook  |           | ✓         |
| <b>Skills/Knowledge</b>   |           |           |
| Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding   | ✓         |           |
| Deaf culture – knowledge of the cultural differences within the Deaf community and issues for the d/Deaf learner  | ✓         |           |
| Deaf education – Knowledge of the way a deaf child/person learns and the difficulties in language acquisition and its impact on learning                            | ✓         |           |
| Issues within the Deaf community – Current affairs and changes within the Deaf community  |           | ✓         |
| <b>Qualities/Approach linked to college values</b>  |           |           |
| Team player   | ✓         |           |
| Sound interpersonal skills  | ✓         |           |
| Working independently on own initiative   | ✓         |           |
| Sensitive to the needs of others  | ✓         |           |
| Versatile   | ✓         |           |
| Driving Licence   |           | ✓         |

#### 4. Position within the College

The post holder will be part of the Additional Learning Support Team and report directly to the Co-ordinator for d/Deaf and Hearing Impaired Learners.

#### 5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services, term time only contract and is subject to those terms and conditions.

- b) The full time equivalent salary will be £19,580 per annum (pro rata for part-time and term-time).
- c) Please specify in your application what hours you would be interested in.
- d) You will be required to work on a flexible basis during term time.
- e) The Company operates a Scottish Widows Group Personal Pension Plan.
- f) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

## 6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form. **This is a rolling advert and applications will be reviewed regularly.**

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check themselves; the cost will automatically be deducted from their first salary payment. This is currently £44.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**