


Job Description

	Role:	Senior Communication Support Worker
	Salary Scale:	Unqualified Teacher Pay Scale Plus Allowances (£2,540.00 Annually) - Term Time (32.5 hours per week)
	Updated:	11th June 2026

Line Manager:	Head of Deaf Support
Supervision:	Communication Support Workers / LSA

Specific Duties & Responsibilities

In this role, you will be expected to:

- To provide communication between deaf students and staff in British Sign Language, Sign Support English, note-taking or other methods as appropriate.
- To modify language, provide examples etc, to enhance student's experience and access to the curriculum.
- To further the inclusion of Deaf students by participating in meetings, attending courses and being aware of national developments.
- To provide communication support for deaf staff at department meetings, briefings and Inset days where appropriate.
- To plan, deliver and evaluate sessions to small groups of Deaf students in line with their individual and curriculum needs.
- To undertake duties with appropriate supervision, determination, knowledge of work areas and a degree of independence of action.
- To support and carry out the reviewing of targets set for students within their annual reviews.
- To manage the day to day deployment of support CSWs/LSA's and ensure the correct level of support is in place for all students
- Arrange cover and liaise with cover manager regarding supply/agency staff
- Organise SALT for students every week based on their needs and a liaise with professionals from audiology and implant centers.

Main Duties & Responsibilities:

1. Operational Duties

- Provide communication between deaf students and staff and hearing peers in British Sign Language (BSL), Signed Supported English (SSE), note-taking or other methods as appropriate. This will include providing communication support for deaf staff at a variety of department and school meetings and presupposes the professional code of conduct for interpreters regarding confidentiality etc will be followed.
- When working with students, make professional judgements to modify language, provide examples etc. to enhance students' experience and access to the curriculum.

- Create new signs (in collaboration with Teachers of the Deaf) that meet the needs of both the students and the curriculum content.
- To provide advice and support to subject teachers regarding seating plans, access arrangements, differentiation, deaf students' level of understanding of lesson etc.
- To attend meetings on a regular cycle as agreed within the school calendar and to attend parents' evenings and other occasions as the Headteacher may reasonably require from time to time within 'directed time'.
- To manage and maintain accurate records of all the audiology equipment and liaise with professionals regarding students' audiological needs.
- To organise and facilitate weekly SALT intervention for students and ensure SALT have all the resources required to deliver effective sessions.
- To be a key worker for identified students and to lead professional meetings as necessary.
- To work in collaboration with Teachers of the Deaf, Deaf Instructors and other school based staff to provide an appropriate curriculum for individual deaf students.
- To liaise with external professionals as required.
- To support and carry out annual reviews as required.
- Modify written texts into accessible, plain English. Create resources that support or consolidate subject specialist's class teaching.
- To work with individuals or groups of students on skills, knowledge and vocabulary to improve student learning.
- To support the Head of department in monitoring and developing the role of the CSW's (and any support teachers) within the specialist provision, giving feedback in a way that recognises good practice resulting in tangible impact on student learning.
- To prepare reports and support with the annual review cycle of deaf students.
- To work closely with parents in support of each child's development.
- To work closely with outside agencies and other teachers of the deaf, who contribute to meeting the needs of each child.
- Contribute to the Annual Review process and cycle and ensure feedback and data is gathered prior to the reviews.
- Liaise with classroom teachers to explore different strategies to best support students in achieving their targets.
- Plan and deliver 1:1 and small group sessions in the DSD and deliver pre and post teaching to KS3 students.
- Lead on the development and implementation of the BSL curriculum.
- To work with individuals or groups of students to support their learning needs including planning, delivering and evaluating taught sessions to both groups and individuals. The outcomes of these sessions should be monitored and would feed into performance management outcomes.
- To take an active part in promoting effective discipline by offering support, guidance and advocacy where necessary. Act as a channel of communication between deaf and hearing at the request of staff or students to resolve issues of discipline and behaviour.
- To provide communication support at various school events, trips and performances, and other events after school hours, including evening and weekends.
- To participate in the Performance management procedures of the school.

2. Additional duties

- Be a member of the Inclusion Faculty.
- Uphold the school expectations of both student and staff conduct.
- Work within the framework of the school ethos, adhering to the Code of Conduct for staff and all other school policies at all times.
- Maintain high standards of professional behaviour and presentation.
- All staff are expected to take part in necessary training and staff development.
- To act as co-tutor for a tutor group as required if requested

3. Working with colleagues and other professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- To undertake any other responsibilities as directed by the line manager/members of the Leadership Team.

PLEASE NOTE: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Lister Community School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

Safeguarding Children

Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder's responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.

If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.