

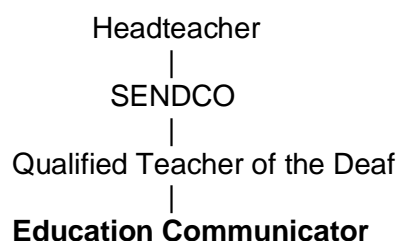
## JOB DESCRIPTION

**TITLE:** Trainee Educational Communicator  
**SCHOOL:** Icknield Deaf Provision at Icknield Primary School  
**RESPONSIBLE TO:** Teacher of Deaf children & young people in charge of the provision  
**GRADE:** L2

### PURPOSE OF POST:

Support the Teacher of deaf children & young people (ToD) and class teachers in all aspects of teaching and enhance learning opportunities for deaf pupils, bringing to bear knowledge and practical experience gained through working with pupils with special educational needs.

### ORGANISATION CHART:



### PRINCIPAL RESPONSIBILITIES:

1. Contribute to the planning of teaching and learning for individual deaf pupils on a short, medium and long term basis. Facilitate the intellectual and social development of deaf pupils, working with individuals to support the achievement of targets in all curriculum areas. Develop and maintain resources to assist in teaching. Supervise groups in particular curriculum activities for agreed periods. Under the direction of the ToD, adapt lesson content and resources to meet the needs of individual deaf pupils. 30%
2. Under the direction of the class teacher and the ToD, following agreed lesson plans, support the teaching and learning of deaf pupils. This may include: 40%
  - explaining lessons through providing visual aids, notes, lip speaking, gesture, signing and any appropriate means of communication.
  - reinforce the above work.
  - ensuring that the deaf pupil is in an advantageous position in the classroom.
  - relaying information/conversations between the mainstream teacher and hearing pupils.
  - enabling the deaf pupil to participate in the above, including more 'informal' exchanges.
3. Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets (and Individual Educational Plans where relevant) keeping detailed records of individual's 10%

progress. Assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils.

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| 4. Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures. Invigilate tests and examinations as directed. Provide support for pupils on placement. | 5% |
| 5. Develop and maintain supportive relationships with parents, carers and others of the pupil's community as guided by the ToD.   | 5% |
| 6. Contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies.   | 3% |
| 7. As required, contribute to specific aspects of teaching, learning and personal development, for example swimming, school visits, etc.  | 2% |
| 8. Check and test audiological equipment and liaise with technicians where necessary.   | 5% |

#### **DIMENSIONS:**

**Supervisory Management:** None

**Financial Resources:** None

**Physical Resources:** Classroom materials, equipment and resources

**Other:**

#### **CONTEXT:**

1. Working with the ToD and mainstream staff to increase deaf awareness. Promote the successful inclusion of deaf pupils into mainstream school life.
2. Promoting, in conjunction with the ToD, high standards of communication skills (oral and signed).
3. Supporting teaching staff in maintaining good relationships with parents.
4. Respect confidentiality of all information relating to pupils and their families.
5. Assist in providing a welcoming environment for parents who are deaf/hard of hearing
6. Supporting the school in meeting the needs of pupils with a range of learning and behavioural difficulties.

#### **DBS**

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the**

employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from the HR Division, or on [direct.gov.uk](http://direct.gov.uk)

**This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006.**

**Physical Effort:** n/a

**Working Environment:** There could be a requirement to deal with vomit and bodily fluids.

*'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'*

*'CVs will not be accepted for any posts based in schools.'*

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Demonstrable experience of working in a school	1, 2	Some experience in more than one Key Stage	1, 2
			Some experience of working with pupils with learning difficulties	1, 2
<b>Skills/Abilities</b>	Ability to contribute constructively to the work of a team	1, 2	Demonstrable basic understanding of working with Deaf children or adults  Demonstrable Awareness and appreciation of Deaf culture.	1, 2
	Able to support children's learning in literacy and numeracy within the context of the National Curriculum	1, 2		
	Able to maintain accurate records	1,2		
	Able to work positively with deaf young people	1,2		
<b>Competencies</b>	Able to communicate clearly and effectively with parents, colleagues and other professionals.	1,2		
	Able to demonstrate appropriate motivation to work with young people	1,2		
	Able to form appropriate relationships with young people	1,2		
	Emotional resilience in working with challenging behaviours	1,2		
<b>Equality Issues</b>	Appropriate attitudes to use of authority and maintaining discipline	1,2		
	Demonstrate knowledge and understanding of equality issues and able to integrate this into service delivery and employment practices.	1, 2		
<b>Specialist Knowledge</b>	Substantial knowledge of curriculum requirements	1,2		
	Demonstrable awareness of non-verbal communication, e.g. BSL, Makaton, Bliss, etc.	1, 2		
<b>Education and Training</b>	Willingness to undertake job related training	1, 2	NVQ Childcare / TA qualifications	1,2,4
<b>Other Requirements</b>				

**( 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

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