

# Job Summary and Person Specification



**CAMS HILL  
SCHOOL**

**Job Title:** Communication Support Worker  
**Grade:** Grade C  
**Accountable to:** Curriculum Leader of Learning Support

## **Job Purpose**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for all pupils. Work may be carried out in the classroom or outside the main teaching area, for specified periods of time.

To Support individuals/small groups of students in a mainstream school environment, according to their needs.

## **Duties and responsibilities-Communication Support**

- To give support to staff within the mainstream setting on developing the young person's understanding and use of British Sign Language signs and spoken language skills.
- To create engaging, fun and informative learning opportunities, which will support the young person's communication skills and general development so that they can meet their subject targets.
- Convey the content of teaching etc. in a form appropriate to the needs of the student e.g. BSL, SSE, note taking.
- Identify specific language or conceptual problems and refer back to the SENDCO. In liaison with the teacher and SENDCO to identify appropriate ways of interpreting for the student, thereby allowing the maximum access to the curriculum.
- Facilitate communication between the deaf student and their peers/tutors/other students in the classroom.
- To have a knowledge of personal and assistive amplification equipment such as Hearing Aids, Cochlear Implants and personal radio aid system management, trouble-shooting, visual and listening checks and to take responsibility for these checks on a regular basis as directed by the SENDCO.
- To participate in the provision and delivery of information and advice on deaf awareness and communication

## **Duties and Responsibilities - Teaching and Learning**

- Discuss with mainstream staff, the role of the CSW in the classroom prior to the start of the class.
- Read documentation e.g. Annual Review, reports on the student and discuss the most appropriate form of support with the support tutor.
- To support and implement the individual outcomes, in relation to the current EHCP
- To contribute to the planning and implementation of appropriate programmes of activity for the child who is deaf in collaboration with the teaching staff, SENDCO and Specialist Speech and Language Therapist.
- To promote the inclusion of the child who is deaf within the mainstream school.
- Suggest adaptations to schemes of learning to help make the content more accessible
- Offer individual or small group support to pupils especially those who need extra help, delivering activities inside and outside the classroom

- Implement strategies from Pupil Passports when working with pupils with SEND
- Through observations, provide regular feedback to teachers on pupil progress, attainment, and barriers to learning
- Assist teachers to maintain a positive and orderly learning environment, by managing behaviour effectively as needed, in line with the Good Behaviour Policy
- Help pupils to use educational technology tools effectively.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Support pupils consistently whilst recognising and responding to their individual needs
- Promote independence
- Monitor, record and report to the SENDCo on the learning and progress of pupils with SEND
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or SEND co-ordinator (SENDCO)
- Undertake any other duties of relevance to the school and the role
- Administer routine tests
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional learning.

#### **Working with staff, parents/carers, and relevant professionals**

- Share knowledge and understanding of pupils to other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision
- Assist with the development and implementation of intervention or specialist care plans e.g. working with the Specialist teaching team.
- Communicate effectively with parents and carers about pupil progress under the direction of teachers/SENDCo
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment, and barriers to learning, under the direction of teachers/SENDCo
- Interact on a professional level with all colleagues and establish and maintain good working relationships
- Collaborate and work with colleagues and other relevant professionals in and outside the school
- Contribute to extra-curricular clubs and activities that enhance and enrich the wider development of pupils
- Any other duties of relevance to the school and the role

#### **Professional development**

- Keep knowledge and understanding relevant and up to date by reflecting on own practice, liaising with colleagues, and identifying relevant professional development to improve professional effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's Performance Management Review process
- Any other duties of relevance to the school and the role

The job description will be reviewed when appropriate and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of Cams Hill School in relation to the postholder’s professional responsibilities and duties

**General**

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to and promote the overall ethos/work/aims of the school
- Ensure that all information of a confidential nature gained in the course of duty is not divulged
- Ensure the security of the school and those within it is always maintained
- Adhere to all Cams Hill School and The Gateway Trust policies and procedures within the defined timescales
- Understand and support the implementation of Cams Hill School’s Health & Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school

**Person Specification**

Essential Qualifications	
Essential Knowledge, Skills, and Experience	<ul style="list-style-type: none"> <li>• Has experience of working as a Communication Support Worker (desirable)</li> <li>• Has evidence of appropriate and relevant professional development</li> <li>• Is organised and able to act on own initiative and prioritise workload</li> <li>• Has excellent interpersonal skills, including observation, listening and empathy skills</li> <li>• Is committed to supporting the school’s ethos and values</li> <li>• Is willing to continue with own professional development</li> <li>• Have the necessary skills to manage safely, the classroom activities, the physical learning space, and the resources for which s/he is responsible</li> <li>• Physical and emotional resilience and reliability under pressure</li> <li>• Awareness of the importance of confidentiality</li> <li>• Ability to convey information clearly and accurately</li> <li>• Ability to work effectively as part of a team</li> <li>• Good written and oral skills for report writing, maintaining pupil records, and providing feedback to parents/carers and colleagues</li> <li>• The ability to work in a team to achieve successful outcomes for learners</li> <li>• Good numeracy/literacy skills</li> <li>• Effective use of ICT to support learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults.</li> </ul>
Desirable Knowledge, Skills or experience	<ul style="list-style-type: none"> <li>• Recent successful experience as a Communication support worker or similar position within an educational environment</li> <li>• Willingness to undertake further relevant study or training</li> <li>• Experience in undertaking observations for assessment of pupils</li> <li>• An understanding of inclusion, making the curriculum accessible to all</li> </ul>

	<p>learners including SEN, G&amp;T and EAL</p> <ul style="list-style-type: none"> <li>• Flexibility and initiative</li> <li>• Know and be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEND)</li> <li>• Previous experience of building working relationships with pupils</li> <li>• Understand and be able to use a range of strategies to deal with individual behavioural needs</li> </ul> <p>Prior experience of working with young people</p>
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**Additional Information**

The Gateway Trust is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Disclosure and Barring Service Check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the postholder.