

JOB DESCRIPTION

JOB TITLE: BSL/English Interpreter (In-House)

BRISTOL GRADE: 10

DEPARTMENT: Elmfield School for Deaf Children

ACCOUNTABLE TO: Interpreting Team Supervisor and Senior Leadership Team

Principle Accountabilities:

1. To undertake a variety of interpreting assignments, including staff meetings, annual reviews, parents evenings and in class support.
2. To attend and participate in relevant meetings and training sessions as required.
3. To assist with communication support of staff members as required.
4. To be available to travel freely between our partner sites.
5. To adhere to the NRCPD code of conduct for Interpreters and fulfil Elmfield's interpreting's expectations in terms of acting in an appropriate professional manner, maintaining positive working relations with other staff members and respecting the confidentiality of any information given by service users and/or external agencies.
6. To keep accurate records of activities and other administrative tasks as needed.
7. To participate in supervision sessions with a view to continuing professional/skills development.
8. To improve skills and knowledge by participating in personal development as appropriate and attend appropriate training courses and other events as requested by the Senior Leadership Team / Lead In-House Interpreter.
9. To support any training Interpreters and/or CSWs who may want to shadow/observe when needed.
10. To work towards making the work environment, including the wider school resources and website as accessible as possible to deaf people on the workforce.
11. To keep up to date with new developments/issues within the field of communication support for Deaf people.
12. To work in accordance with organisational policies and practices including Health and Safety, Equal Opportunities and Child Protection.

Successful candidates may also be required to complete additional tasks at the request and the discretion of the interpreting team supervisor and the school leadership team.

This job description sets out the principle accountabilities. It does not specify in detail the activities required to achieve these accountabilities.

General Accountabilities

- A. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and it's commitment to equal opportunities.
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- D. All support staff are required to foster and apply a supportive relationship with all children, including working in and out of school location outside the classroom and school site and in particular to promote acceptance and integration of children with special educational needs.
- E. To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- F. To actively commit to safeguarding and promoting the welfare of all pupils.

Head Teacher

Date of Job Description: