



**WORK AT  
SHIPLEY  
COLLEGE**

# Communication Support Worker (CSW)

## Shingley College - Great people, great place!

**Hours:** Permanent contract. Variable Part Time Hours to be negotiated with the successful candidate -  
Term Time Only (36 weeks)

**Salary:** Point 35, £20.49 per hour

**Closing Date:** Ongoing - expressions of interest

**Interview Date:** TBA

**Start Date:** ASAP (subject to satisfactory pre-employment checks)

We are seeking to appoint an enthusiastic, committed and experienced Communication Support Worker (CSW) to join our Additional Learning Support Team to support Deaf learners in a range of educational and training settings.

<b>Benefits we offer include:</b>	<b>We are looking for someone who:</b>
<ul style="list-style-type: none"> <li>• Term time only working</li> <li>• Enhanced pension contributions</li> <li>• Access to a free gym on-site</li> <li>• Reduced cost of train travel*</li> <li>• Access to free on-site car parks</li> <li>• Professional Development opportunities</li> <li>• Shopping discounts with discount app</li> <li>• Occupational Health Services</li> <li>• Enhanced maternity and paternity pay</li> </ul> <p>*qualifying period applies</p>	<ul style="list-style-type: none"> <li>• Effectively facilitate communication between learner, staff and peers</li> <li>• Use appropriate modes of communication and other strategies to ensure optimal access</li> </ul>

**How to Apply:** Application forms can be obtained from [www.shingley.ac.uk](http://www.shingley.ac.uk). Completed applications should be submitted to [jobs@shingley.ac.uk](mailto:jobs@shingley.ac.uk)

<p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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## Job Description

<b>JOB TITLE</b>	Communication Support Worker (CSW)
<b>RESPONSIBLE TO</b>	Head of Learning Support

### INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### OVERALL PURPOSE OF THE JOB

To facilitate and enable full and equal access to the whole College environment, information and education to meet the needs of Deaf learners.

### DUTIES AND RESPONSIBILITIES

- To ensure Deaf learners are assisted to access the curriculum and complete work as required by the class tutors
- To provide feedback to learners in relation to progress and achievement under the guidance of the tutor
- To advise teaching and other staff on appropriate communication strategies when working with Deaf learners
- To enable and empower learners to discuss their own learning requirements with teaching staff and other professionals
- To set challenging and demanding expectations and promote self-esteem and independence
- To empower the learner using a range of appropriate strategies of support, encouraging the development of the individual learner within educational, social, linguistic and cultural contexts.



- To consider the needs of the learner within the context of their peer group, and to provide appropriate communication strategies, from a range of skills, helping to facilitate successful integration of the group.
- To provide appropriate support to learners during examinations and assessments, according to guidelines issued by the awarding bodies.
- To support the use of ICT in learning activities and develop learners' competence and independence in its use.
- To participate in relevant meetings, training and other learning activities and performance development as and when required
- To provide support to groups and individual learners in classrooms, workshops and in the community, for example travel training, skills for independence and work placements
- To facilitate access to wider college services, e.g. counselling, financial support, library, learning resources, etc.
- To liaise with and take responsibility for multi-agency working with relevant professionals under the guidance of teaching staff, to support achievement and progress of learners
- To support the tutors in promoting the behaviour that is required in order to maintain a positive and productive learning environment
- To ensure the support provided is effective in meeting the needs of the learner and will lead to a successful outcome and progression
- To keep accurate records of work and perform support-related administration as required, e.g. for purposes of management, inspection and audit

## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
A Degree or professional qualification which is appropriate to the role/work	✓	
Hold or be prepared to work towards Level 2 Literacy and Numeracy (or equivalent) <i>(If working towards this must be started in the first year of employment and completed by the end of year 2)</i>	✓	
Good level of general education beyond level 2		✓
British Sign Language qualification at Level 3 <b>OR</b> demonstration of equivalent functioning	✓	
Level 2/3 Qualification in Learning Support or other relevant qualification		✓
Deaf Awareness Qualification		✓
Experience of facilitating communication and access for Deaf people	✓	
Experience of working in an education setting with Deaf young people		✓
An understanding of how to support Deaf learners in further education	✓	
Reliable, energetic, professional, flexible, and capable of working both independently and as part of a team	✓	
Keep accurate records and share appropriately	✓	
Good ICT skills	✓	
Be self motivated and use personal initiative within a structured framework	✓	
Work well under pressure; Cope with the physical and mental demands of a demanding role	✓	
Willing to work to a flexible attendance pattern to include early morning and late afternoon	✓	

## Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

**Diana Bird**  
**Principal**

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## Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

### OUR CORE VALUES

**Inspirational Culture of Collaboration and Partnership:** A team working closely with our stakeholders in a spirit of trust and integrity

**Aspiration, Professionalism and Achievement:** Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

**99%** agreed with the statement: **"I am happy with the teaching on my course"**

**Responsiveness:** Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

**Equality and Respect:** Celebrating the diversity and inclusion of our students and staff

**98%** of students agreed with the statement: **"I am happy with the College overall"**

