

# HIGHLANDS SCHOOL JOB DESCRIPTION COMMUNICATION SUPPORT WORKER

## **TITLE AND GRADE OF POST**

**Communication Support Worker**

## **ACCOUNTABLE TO**

Head of Hearing Impaired Resource Base

## **ACCOUNTABLE FOR**

There is no line management responsibility attached to this post.

## **ACCOUNTABILITIES:**

Duties are in accordance with the requirements of Highlands School's aims and objectives and the agreed policies established by the staff and the Governing Body.

- Working under instruction/guidance of the teacher of the deaf and alongside the mainstream subject teachers.

## **Duties and Responsibilities**

### **Communication and learning support**

- To provide communication and learning support to deaf and hearing impaired pupils in Highlands secondary school (mainstream classes, including individuals, groups, or whole school (e.g. assemblies, productions, parents' evenings).
- To provide interpreting and other forms of communication support (e.g. note-taking, lip-speaking) to individual and small groups of pupils conveying the content of any lesson, story, discussion or talk in a meaningful in a meaningful form, in accordance with the ***pupil's individual Education Plan (IEP)***
- To adjust the communication support according to the needs of pupils, lesson aims, expectations of pupils etc., including filling in the gaps in pupil knowledge, relating new information to previous experience, working through a task with the pupil, repeating /reinforcing teacher information.
- To identify specific language and conceptual problems, which occur within the classroom and gain support from other relevant staff as necessary
- To facilitate communication between the deaf pupils and hearing pupils and adults
- To provide appropriate communication support for assessments internal and external Public Exams
- To provide back-up sessions to support learning covered in mainstream classes (with guidance from teachers)

### **Preparation**

- To ensure that you are familiar with the Individual Education Plan of the pupils you support
- To discuss with the teacher, prior to the lessons, content of the lessons and expectations of children highlighting any problems, which may arise through the choice of language, presentation etc.
- To discuss with other support colleagues particularly deaf staff the most appropriate means of conveying the curriculum and other information and any difficulties which may arise during the lesson e.g. new vocabulary, concepts etc.

- To discuss with mainstream staff the role of the CSW and her/his interpreting support function.
- To prepare or modify materials to suit individual pupils under the direction of the teacher.

### **Supervision**

- To supervise deaf pupils in carrying out tasks set by the teachers and teachers of the deaf enforcing any rules and guidelines relating to behaviour or discipline.
- To ensure pupils have correct hearing aid equipment and that it is functioning correctly. (ask TOD for support to carry out basic checks)
- To supervise deaf pupils on a rota basis during breaks and cover lunchtimes in emergencies
- To supervise deaf pupils on visits and trips
- To assist pupils with social and independence skills as appropriate
- To assist the responsible member of staff when taking pupils home or to the hospital in the case of illness or accident.

### **Planning, Recording and Reporting**

- To participate in the short term, medium term and long term planning process.
- To record pupil progress (against criteria set out in IEPs and curriculum plans) and pass this information to other members of the team.
- To contribute to annual reviews and reports to parents.

### **Liaison**

- To meet regularly with colleagues within the school team
- To Liaise closely with parents and with representatives of other agencies (under the guidance of the Teacher of the Deaf). This may entail attendance at parents' evenings, family support groups and Annual review meetings.
- To liaise closely with other CSWs in all phases of education to share skills.

### **Professional Development**

- Participate in in-service training in school and externally.
- To undertake specific training for a CSW arranged locally, regionally or nationally.
- To interpret in school team meetings and other school events
- To Participate in the delivery of in-service training to mainstream colleagues on the role of CSWs and positive communication environment

### **Review Arrangements**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained, without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.