



Blanche Nevile School

Communication Support Worker Job Description

Salary: Scale 5 / 6 (Points 12 to 20) depending on experience and qualifications

Actual Hours per week: 32.50

Hours: Monday to Friday 8.30am to 3.30pm (with 30 minutes unpaid lunch break)

Weeks per year: Term time only (40 weeks)

The 40th week will be required to be worked in term time over the year by, e.g., supporting Breakfast Club / supporting Parents' Evenings.

This post is currently based at the Secondary School. However, the expectation is that staff may also work in the Primary School as required.

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

Relationships

To be responsible to the SEND Lead/Co-Headteachers/ Deputy Headteacher/ Senior Teachers for your duties and responsibilities.

Duties and Responsibilities

1. Communication and Learning Support

- To provide communication and learning support to deaf pupils in Blanche Nevile departments / mainstream classes, including individuals, groups, or whole school (e.g. assemblies, productions, parents' evenings.) Support on residential trips will be provided by those staff prepared to attend.
- To provide interpreting and other forms of communication support (e.g. note-taking) to individual and small groups of pupils conveying the content of any lesson, story, discussion or talk in a meaningful form, in accordance with the pupil's EHCP
- To adjust the communication support according to the needs of pupils, lesson aims, expectations of pupils etc., including filling in 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 including SATs and exams (school and external)



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- To provide back-up sessions to support learning covered in mainstream classes (with guidance from teachers)
- *To cover Teachers during PPA time, Annual Review Meeting time, Senior Teacher time, ECT planning time and up to one day of sickness.
- Any other duties deemed reasonable by the Co-Headteachers, SEND Lead, Deputy Headteacher, Senior Teachers
- To uphold the school's safeguarding policy

Preparation

- To ensure that you are familiar with the EHCP of the pupils you support.
- To discuss with the teacher, prior to the lessons, content of 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 their interpreting and support function.
- To prepare or modify materials to suit individual pupils under the direction of the teacher.

2. Supervision

- To supervise deaf pupils in carrying out tasks set by Teachers and Teachers of Deaf Children and Young People enforcing any rules and guidelines relating to behaviour or discipline.
- To ensure pupils have correct Assistive Listening Devices and equipment and that it is functioning correctly (carry out basic checks of equipment)
- To supervise deaf pupils on a rota basis during breaks and cover lunchtimes if necessary.
- To supervise deaf pupils on visits, trips etc. and participate in residential trips when possible.
- To assist pupils with social and independence skills as appropriate and depending on the age of the pupils (e.g. primary: eating, dressing and undressing, toileting, cleanliness, intimate care; secondary: travelling and shopping)



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- To assist the responsible member of staff when taking pupils home or to the hospital in the case of illness or accident.

3. Planning, Recording and Reporting

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

4. Liaison

- To meet regularly with colleagues within the Blanche Nevile School team.
- To liaise closely with parents and with representatives of other agencies such as social workers and educational psychologists. 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 (e.g. primary, secondary) to share skills
- To liaise with colleagues to ensure smooth transition between phases.

5. Professional Development

- Participate in in-service training in school and externally.
- To continue to develop BSL skills in after school hours BSL classes provided by the school.
- To undertake specific training for a CSW participating in training sessions and meetings arranged for CSWs on a local, regional and national basis
- 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.