Job Title: BSL Interpreter (Unqualified/Trainee)  
Grade: 8

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The Specialist Support Service is centrally based serving Staffordshire. The service consists of four teams: ASSIST (Post-16), Hearing Impairment, Visual Impairment and Autism Outreach Team.

ASSIST (Autism & Sensory Support in Staffordshire) provides high quality, customer centred and value for money support. It is a post-16 service that is centrally based, serving Staffordshire and surrounds. It is part of the Specialist Support Service which provides access and support for people who have a hearing/vision impairment or an Autism Spectrum Condition.

Reporting Relationships

Responsible to: ASSIST Lead Interpreter

Key Accountabilities:

* Provide interpreting and translation services for internal and external partners as required in a variety of settings.
* Undertake interpreting internally for everyday liaison with members of staff (with the exception of legal and quasi-judicial contexts; in particular where legal documentation has to be completed. This may include Social Care and certain Health settings, in particular where some forms of consent is required). Unqualified interpreters will not be expected to do platform/conference interpreting.
* You will be expected to practice within the spirit of the National Registers of Communication Professionals Working with Deaf and Deafblind People (NRCPD) and the ADEPT (Previously NATED) Code of Practice.
* In conjunction with the Lead Interpreter and qualified interpreters identify, plan and deliver Deaf Awareness Training. Contribute to and learn from others in relation to the development of BSL skills.
* Undertake, plan and prepare a range of interpreting assignments/reviews, maintaining records as directed to enable the assessment of a student’s ability and/or progress and for audit purposes. This information is also required for audit purposes.
* Contribute to the planning and coordination of your workload.
* Contribute to language development of other members of the team/students by helping to develop a new lexicon when BSL is being used in new curriculum settings.
* Working within financial constraints while maximising resources to reduce waste.
* Act as point of contact for clients and partner agencies.
* Use a high degree of discretion and diplomacy.
* The post holder will be required to respond to work related/interpreting issues where appropriate, and under the direction of your line manager.
* When necessary, you will be required to co-work with other members of staff on interpreting assignments.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | Qualifications/Professional membership  * NVQ Level 6 British Sign Language or equivalent or working towards * Signature Deaf Awareness Certificate or equivalent | A |
| **employer_small** | **Knowledge and Experience**   * Appropriate experience of working with people with sensory impairment/ASD * Appropriate experience of working within an education environment * Appropriate experience of the Deaf Community with particular experience in FE/HE and wider community services * Knowledge of funding mechanisms and experience of working within these constraints * Awareness and experience in the use of specialist access technology * Knowledge of relevant legislation including the Equality Act and its implications for the Service’s client base * Knowledge of and ability to work within the spirit of the National Registers of Communication Professionals Working with Deaf and Deafblind People (NRCPD) Code of Practice | A/I |
| **employer_small** | **Skills**   * High levels of computer literacy in the use of MS Office, or equivalent, to undertake PowerPoint or equivalent presentations and to work with Databases * Excellent Communication (oral and written) with proven influencing ability. * Commitment to customer focused solutions * Proven organisational skills * Current driving licence and own transport. (Adjustments will be considered where necessary as required by the Equalities Act.) | A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**