Job Title: BSL Interpreter

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

**Our Outcomes**

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

**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, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

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

About the Service

The Specialist Teaching Support Service is centrally based serving Staffordshire. The Service consists of four teams: Autism, Deaf/Hearing and Vision Inclusion and ASSIST.

ASSIST’s post 16 sensory service provides a range of support for people who have sensory loss in the community, in health and legal settings and at colleges and universities. A cost-recovery service, providing specialist support including but not limited to; British Sign Language interpreting (BSL), communication support, specialist notetaking, mobility and orientation training, translation, and transcription (Braille, audio, easy read) and awareness training.

Reporting Relationships

Responsible to: ASSIST Lead Interpreter

Responsible for: Communication Support Workers and/or Notetakers

Key Accountabilities:

* Provide interpreting and translation services for internal and external partners as required in a variety of settings including legal and quasi-judicial contexts, along with interpreting internally for everyday liaison with members of staff.
* You will be expected to practice within the spirit of the National Registers of Communication Professionals Working with Deaf and Deafblind People (NRCPD) Codes of Practice.
* In conjunction with the ASSIST Manager and Lead Interpreter identify, plan and deliver deaf and deafblind Awareness training.
* Participate in the training and assessment of others including personal performance reviews.
* Undertake, plan and prepare a range of interpreting assignments/reviews, maintaining records as directed to enable the assessment of a student’s/client’s ability and/or progress and for audit purposes.
* Contribute to the planning and coordination of the Interpreter’s workload.
* Contribute to language development of other members of the team/students by helping to develop a BSL lexicon.
* Working within financial constraints while maximising resources to reduce waste.
* Act as point of contact using a high degree of discretion and diplomacy, dealing with issues where possible, or where appropriate, direct to other members of staff or agencies.

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 BSL Language or equivalent * Registration with NRCPD (National Register of Communication Professionals working with Deaf and Deafblind People) * Post Graduate Diploma in BSL/English & English/BSL/equivalent * Signature Deaf/Deafblind Awareness Certificate or equivalent | A |
| **employer_small** | **Experience and Knowledge**   * Significant experience working with or significant contact with deaf people (young people and adults) and with deaf people who may have additional sensory impairments/ASC/physical disabilities * Extensive experience of working within a range of environments including education and community. * Significant experience of the Deaf Community * Understanding of funding mechanisms and working within these constraints * Experience and awareness in the use of specialist access technology. * Knowledge of relevant legislation including Equality Act and its implications for the Service’s client base. * Experience of managing and prioritising own/others workload and assessing performance * Adherence to Codes of Practice (NRCPD) | 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/signed) with proven influencing ability. * Commitment to customer focused solutions * Proven organisational skills * Current driving licence and access to transport. (Adjustments will be considered where necessary as required by the Equality 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

Talent & Resourcing Team 01785 278300