Job Title: Communication Support Worker HI  
Grade: 7

Our Vision

We have a clear vision for Staffordshire - 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:

* 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 Teaching Support Service** is a centrally based children and young peoples' service serving Staffordshire.

The Service consists of three teams:

* Deaf / Hearing Inclusion Team
* Visual Inclusion Team
* Autism Inclusion Team

The aims of the post are:

To ensure the special educational needs of Children & Young People who are Deaf or are Hearing Impaired are met within an inclusive mainstream environment that promotes curriculum access, helping them to become independent learners.

Reporting Relationships

Responsible to: Deputy Head STSS (Lead D/HI)

Responsible for: N/A

Key Accountabilities:

Under the direction of the Specialist Teacher of HI and Team Leader, the main duties are as follows:

* To assist the Service and class teachers in the implementation of the pupil's curriculum.
* To carry out, under the direct supervision of the teacher(s), individual programmes of learning specifically to support the pupil(s) concerned.
* To assist with the development of basic skills such as language (including BSL sign language) and numeracy, where necessary preparing and modifying materials in advance.
* To assist in the implementation of any programmes of support designed by other professionals, including the Specialist Teacher of the Deaf and when appropriate, Speech and Language Therapist etc.
* To contribute towards the effective inclusion of the pupil(s).
* To assist in the maintenance and use of specialist equipment including daily checks.
* To assist the school in maintaining close liaison with the pupil(s) parents or guardians.
* To assist the class and specialist teacher(s) in maintaining a detailed written record of progress, recording observations of strengths and weaknesses as appropriate.
* To support the general care, welfare and safety of the pupil(s) and undertaken any specific care needs of the pupil concerned.
* To carry out small group activities as requested by their teacher(s), to include the identified pupil(s).
* To contribute to any discussions or reviews about pupil(s), as and when requested by the Service for the Hearing Impaired and / or Head Teacher.
* To participate in other meetings, parents' evenings, parent groups or in-service training activities as required.
* To support the Team Lead in the development and delivery of commissioning and traded aspects of the service delivery.
* To assist the Head of Service and Team Lead with any other duties that may arise.

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**   * BSL Level 2. * NVQ Level 2 Childcare and Education, CSW or equivalent qualification. * Level 2 / GCSE Grade C or equivalent in Maths and English. | A |
| **employer_small** | **Knowledge and Experience**   * Experience of working in a school setting. * Understanding of the needs of hearing impaired pupils. * Experience of working as a Teaching Assistant / equivalent post. * Experience of working with pupils with a hearing impairment. * Evidence of training or experience working with children with different special needs. | A/I |
| **employer_small** | **Skills**   * Good interpersonal skills. * Ability to work on own initiative and as part of team. * Willingness to learn new skills. * Confident and competent in the use of computer / computer packages. * Willingness to undertake any additional care needs of the pupil. * Driving licence and own transport. (Special arrangements can apply for people with disabilities) * Good organisational skills. * Willingness to deliver training to settings.   This post is designated as a casual car user. | 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**