



Job Description

Job Title:	Educational Communicator
Responsible To:	SENCO
Salary:	L3 point 6-8 Pro Rata
Hours:	30 hours per week, term time only (+5 inset days)
Latest Review Date:	September 2023

Purpose of the job

1. This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying each out.
2. Subject to the above, the description of your post is as follows

A) Principal responsibilities:

To assist with the inclusion of Deaf students into this mainstream school, and to support mainstream students with special needs by:

- a) Directly Supporting students in lessons by explaining and/or reinforcing the work by means of signing, lip speaking, lip reading or oral communication.
- b) Note taking for students as appropriate.
- c) Assisting with the assessment, monitoring and recording of the student's progress as appropriate.
- d) Assisting with work within class, and non-mainstream lessons.
- e) Maintaining good communication channels with teaching staff in order to champion and advocate for the students' needs.
- f) Assisting with the checking of hearing aids, using an FM System and with routine maintenance of hearing aids.
- g) To take directions from SALT to reinforce speech and language communication needs.

General Duties

With due regard to the above, to carry out such other appropriate duties as may be required. To play a part in the Health and Safety procedures of the school, including reporting concerns to SENCO and Designated Safeguarding Lead (DSL) in line with the appropriate School policies and guidance.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Notes

The Post holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the changing needs of the School as directed by the Headteacher, without changing their general character or level of responsibility.

Icknield High School



This job description is subject to review and amendment from time to time in line with changing School requirements. It is hoped that all Staff will play a full and active part in the general life and activity of the School.

Context

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. A Teaching Assistant at this level will take responsibility for pupils on placement. S/he should be involved in promoting the acceptance and integration of pupils with special educational needs. They might also be involved in the assisting of pupils for whom English is an additional language.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020)**. A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

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Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

CVs will not be accepted for any posts based in schools.



Person Specification for the role of Educational Communicator

Please note that the information below, along with the relevant Job description, acts as the selection criteria and should be used as guidance when completing your application for the post.

Key: Essential = without evidence of which the candidate would be declined

Desirable = useful for the role but not essential, may be used when making decision between two good candidates.

Experience	Essential	Desirable	
<ul style="list-style-type: none"> Demonstrable experience of working with students and young people with a range of special needs. 	•		Application Reference Interview
<ul style="list-style-type: none"> Experience of working within an educational setting. 	•		Application Reference Interview
<ul style="list-style-type: none"> Experience gained in a similar role gained within a school environment. 		•	Application Reference Interview
<ul style="list-style-type: none"> Working under teacher direction 	•		Application Reference Interview
<ul style="list-style-type: none"> Experience of delivering a personalised curriculum to individual students or groups of students. 		•	Application Reference Interview
Qualifications			
<ul style="list-style-type: none"> GCSE in English and Maths or equivalent. 	•		Application Reference Interview
<ul style="list-style-type: none"> Appropriate qualification in British Sign Language 1. 	•		Application Reference Interview
<ul style="list-style-type: none"> Appropriate qualification in British Sign Language 2. 		•	Application Reference Interview
Skills & Abilities			
<ul style="list-style-type: none"> Able to establish and maintain effective communication within school and when working with parents/carers and related agencies. 	•		Application Reference Interview
<ul style="list-style-type: none"> An ability to establish comprehensive systems of record keeping and use these to inform judgements and decisions. 	•		Application Reference Interview
<ul style="list-style-type: none"> Able to work flexibly across the department, with a range of students who have varying needs. 	•		
<ul style="list-style-type: none"> Able to demonstrate and awareness and understanding of Deaf culture. 		•	
Skills & Abilities cont.			
<ul style="list-style-type: none"> Able to support learning and student progress across the curriculum and key stages. 	•		Application Reference Interview



	Essential	Desirable	
<ul style="list-style-type: none"> Able to use Information Technology skills for word processing, databases and spreadsheets and assistive technology learning. 	•		Application Reference Interview
<ul style="list-style-type: none"> An awareness of the importance of equal opportunities. 	•		Application Reference Interview
Competencies			
<ul style="list-style-type: none"> Able to demonstrate appropriate motivation to work with young people. 	•		Application Reference Interview
<ul style="list-style-type: none"> Able to demonstrate ability to form appropriate relationships with young people. 	•		Application Reference Interview
Personal Qualities & Attributes			
<ul style="list-style-type: none"> A 'can do' attitude, caring, enthusiastic and conscientious. 	•		Application Reference Interview
<ul style="list-style-type: none"> An ability to work successfully in a team. 	•		Application Reference Interview
<ul style="list-style-type: none"> Well organised. 	•		Application Reference Interview
<ul style="list-style-type: none"> Good verbal and written communication skills. 	•		Application Reference Interview
<ul style="list-style-type: none"> Reflective: adept at observing/listening to students and recording progress. 	•		Application Reference Interview
<ul style="list-style-type: none"> A willingness to attend BSL course and take an examination in BSL Level 2 	•		Application Reference Interview
Equality Issues			
<ul style="list-style-type: none"> Able to recognise and act upon discrimination 	•		Application Reference Interview
Specialist Knowledge			
<ul style="list-style-type: none"> In-depth knowledge of students learning preferences and the necessary skills to access learning. 	•		Application Reference Interview
Other relevant factors			
<ul style="list-style-type: none"> Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure and Barring Service. 	•		Application Reference Interview DBS process



<ul style="list-style-type: none">The post holder will be prepared to undergo further professional training appropriate to the responsibilities of the post.	<ul style="list-style-type: none">	Application Reference Interview
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We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.