



Vacancy Pack

## **Educational Communicator**

Salary: NJC Scale point 7 £24,294 (FTE) actual salary will be pro rata

Term time only – fixed term for 1 year in the first instance.

Start Date: ASAP





## Message from Head Teacher

Dear Applicant,

Thank you for expressing your interest in our teaching vacancy at St Thomas More Catholic Secondary School.

It is my great privilege to be the Head of St Thomas More Catholic Secondary School. It is an excellent school with a fantastic Sixth Form. Above all, it is a special place for students to learn and grow.

We recently went through an Ofsted inspection (October 2023) that graded us as Good in every category but also captured some of what makes our school such a great place to work and **what makes our school so special, there are numerous lovely comments, but these ones stand out:**

- St Thomas More is a close-knit community with a strong 'family' ethos. Pupils appreciate and embody the school's Catholic values of faith, hope and love.
- Pupils are provided with the knowledge and skills to lead happy, successful lives. They achieve well.
- The school has high expectations and aspirations for all pupils including pupils with special educational needs and/or disabilities (SEND).

We expect the very best for all our students and work hard to maintain the wellbeing of staff. Excellent CPD programmes can be accessed with fantastic and exciting opportunities to enhance your practice.

I am blessed to work with some truly exceptional leaders who place the needs of students at the centre of every decision. It is through their integrity and commitment that teachers new to the profession are inspired to work in the right way and experienced colleagues are valued for their insights.

We have very high expectations and insist upon impeccable standards of behaviour. Our students are required to dress smartly, be polite and courteous, and prepared to engage fully in their learning.

Our school is a vibrant, well-ordered and friendly environment. Our students are happy and confident; our staff are experts in their field. Together we work hard to make St Thomas More a truly excellent school.

If you feel you would like to work in our wonderful school then we would like to hear from you and we look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Martin Bonner'.

Martin Bonner  
Head Teacher



## Message from Strategic Executive Lead, Our Lady Immaculate Catholic Academies Trust

Dear Applicant,

Welcome to Our Lady Immaculate Catholic Academies Trust.

We are a group of 12 Catholic Schools situated across the northern part of the Catholic Diocese of Northampton located in the counties of Northamptonshire and Bedfordshire; the Trust consists of ten Primary Schools and two Secondary Schools who liaise and collaborate closely together.

We enjoy working together to ensure that all children across our Catholic schools are provided with the best possible academic, spiritual and moral education, within a safe and happy environment.

You would be joining a new Catholic Multi Academy Trust formed in February 2020 by the merging of 3 existing Catholic Academy Trusts. All central services: Finance, HR, Operations, IT and Governance is provided by a centralised team each led by an expert professional in their own field enabling the schools to focus on teaching and learning.

The success we have had so far is down to the highly talented and dedicated support staff, teachers, leaders and governors in our Trust. We are committed to ongoing development in each school and across the Trust and as a member of our team, you will have the opportunity to work with staff across all of our schools.

Our schools are exciting, thriving communities and we endeavour to ensure that our students leave us as well-rounded, well-educated young people. If you have the drive and enthusiasm to help our students to achieve even more, we would love you to join us.

We are delighted you are interested in joining our Trust and I wish you well in your application.

Yours faithfully

Tony Bishop  
Strategic Executive Lead





## **Educational Communicator**

**NJC Scale point 7 £24,294 p/a FTE (Term time only)**

**For start ASAP**

St Thomas More is a popular, oversubscribed secondary school and we are looking to appoint an enthusiastic and passionate Educational Communicator or someone with experience of BSL and would be willing to continue to develop their training. to join our outstanding Emmaus department, where you will be part of a team dedicated to help support students. You will support hearing impaired students. The role involves enabling and supporting access to the curriculum and facilitating inclusion using strategies appropriate to individual students eg sign language, note taking etc.

Level 1 Sign Language skills and GCSE (or equivalent) English and Mathematics are essential requirements. Experience of working with hearing impaired students is preferable.

## **How to apply**

Should you wish to apply for the post, please complete your application via My New Term [here](#)

Should you have any questions regarding the post or application process, please contact Angela Bamford, School Operations Coordinator 01234 400222 ext 220 or [ABamford@stm.beds.olicatschools.org](mailto:ABamford@stm.beds.olicatschools.org)

## **Safeguarding**

St Thomas More is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment and selection process in line with this commitment. Successful applicants will be required to undertake an enhanced DBS check.



## Educational Communicator Job Description

### JOB PURPOSE:

To contribute to the inclusion of hearing impaired pupils into the school by explaining, interpreting through sign language or reinforcing information within the classroom or elsewhere. To give classroom assistance to the teaching staff of the school.

### **Key Responsibilities:**

1. To work with hearing impaired pupils in the classroom and in Emmaus
2. To accompany and support hearing impaired pupils during lessons in the main school
3. To support hearing impaired pupils over the full range of hearing loss to provide full access to the curriculum through appropriate, well developed communication skills, including sign language
4. To support hearing impaired pupils at any Key Stage
5. To adapt the way of working to appropriately meet the needs of the pupil and the classroom situation
6. To modify the content of the lesson to meet the needs of the pupil
7. To keep full working lesson notes
8. To deliver follow-up work to a pupil after discussion
9. To liaise with class teachers and the SENDCo to ensure that the needs of the pupil are met
10. To understand the level of and implications of hearing loss and any additional difficulties of the pupil(s) with whom they work
11. To assist with development of independence and self-help skills under the direction of The SENDCo and the HI team
12. To check all personal and radio hearing aids to ascertain faults and remediate where necessary
13. To understand the educational setting of which they are a part, in the context of the Local Authority's overall provision for hearing impaired pupils
14. To work collaboratively with a fellow Educational Communicator
15. To assist with preparation of appropriate work materials under the direction of the HI Team and SENDCo
16. To undertake training consistent with developing skills relevant to these duties and responsibilities



17. To respect the confidentiality of all information relating to pupils and their families
18. To join in and work with all members of the St Thomas More School community
19. To undertake any other duties of a similar level and responsibility as may be required
20. To practise and promote fair and equal treatment of staff and students throughout the course of performing all duties contained within this job description

**Any Other Duties:**

- The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.
- This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.
- The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.
- Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Head Teacher or the Trust's Strategic Executive Lead (Chief Executive Officer).



## PERSON SPECIFICATION

### St Thomas More Catholic Secondary School

<b>Educational Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
1. Qualifications in Maths and English to GCSE level or equivalent.	y	
2. Substantial experience of working with hearing impaired pupils in an educational setting		y
<b>Work Experience</b>		
1. Ability and desire to work as part of a team comprised of teachers, teachers of the hearing impaired and Educational Communicators	y	
2. Working knowledge of personal and FM Radio hearing aids and ability to check for faults.		y
<b>Skills/Knowledge/Aptitude</b>		
1. Demonstrable knowledge of British Sign Language appropriate for effective communication with hearing-impaired pupils – Level 1 BSL expected.		y
2. Awareness of some of the issues of Deaf Culture.		y
3. Good communication skills – written and oral	y	
4. Desire to work with pupils whatever their gender, race, religion or special educational need.	y	
5. Willingness to contribute to development of Literacy and Numeracy across the Curriculum		y
<b>Motivation</b>		
1. Commitment to provide a good standard of support without constant supervision	✓	
2. Ability to take the initiative	✓	
3. Willingness to be involved in events and activities undertaken by the school	✓	
4. Ability to enthuse and motivate students	✓	
5. Commitment to further training		✓
6. Highly organised		✓
<b>Other</b>		
1. Ability to work on own and part of a team	✓	
2. Need to be flexible in the undertaking of all activities	✓	



## Current Senior Leadership Team

Martin Bonner	Head teacher
Carole Soraghan	Deputy Head teacher (Teaching and Learning and CPD)
John Hopkins	Assistant Head teacher (Safeguarding and Standards)
Vanessa Millar	Assistant Head teacher (Behaviour and Attitudes)
Kirsten Bernard	Director of Sixth Form (Careers)
Rhys Allen	Seconded to SLT (Attendance and Punctuality and Student Well-being)

## Contact details

St Thomas More Catholic Secondary School, Tyne Crescent, Bedford MK41 7UL

School reception – 01234 400222

[office@stm.beds.olicatschools.org](mailto:office@stm.beds.olicatschools.org)

Web: [www.st-thomasmore.org.uk](http://www.st-thomasmore.org.uk)



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