

# Bishop Stopford School

faith | justice | responsibility | truth | compassion

## Communication Support Worker (CSW)

Scale 3 FTE £16,781 - £17,772 (pro rata £13,983 - £15,142 pa)

38 weeks (Term time only)

37 hours per week (8.30 am – 4.00 pm Monday to Thursday, 8.30 am to 3.30 pm on Friday)

**Main Purpose:** To support sensory impaired students, facilitating communication between student, staff and peers, using appropriate modes of communication and other strategies, ensuring optimal access to school life.

**Responsible to:** SENDCO

**Anticipated start date:** September 2017. Position dependent upon continued funding.

**Professional Responsibilities:**

- To work in class with sensory impaired learners to facilitate communication and access using a range of communication modes and strategies as appropriate.
- To liaise closely with teaching staff regarding the delivery of the curriculum, advising as appropriate on the modification and differentiation of the learning environment, materials and delivery styles. Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- To advise teaching and other staff on appropriate communication strategies when working with sensory impaired students.
- To provide appropriate support to students during examinations and assessments, according to guidelines issued by the awarding bodies.
- To transcribe videos and prepare learning materials appropriate to the needs of specific sensory impaired students.
- To continue to develop a range of communication skills and strategies.
- To record and update student progress.
- Promote the inclusion and acceptance of all students within the classroom.
- Support learning activities, adjusting activities according to student responses/needs.
- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.

Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils

Recognise own strengths and areas of specialist expertise and use these to advise and support others. Undertake additional training as necessary.

**Other**

Carry out general administration to carry out the job effectively e.g. email, reports, records

Prepare resources in conjunction with the class teacher.

Assist in supervision of activities e.g. School sponsored walk, trips, Sports Days, RAC and STEM etc.

Support Whole School Policies

Support Whole School Teaching and Learning strategies.

Any other duties as requested by your Line Manager.

**Exam Access Arrangements**

Liaise with Inclusion Sen department and faculty to support inclusion.

Assist teachers

The Academy is committed to safeguarding and promoting the welfare of students. All staff and volunteers must abide by the Academy's Safeguarding policies, and to recognise that safeguarding is *everyone's* responsibility.

July 2017