



**As one of the top 10 colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.**

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Hourly Paid Communication Support Worker (British Sign Language)?**

<b>Job Title</b>	Hourly Paid Communication Support Worker (British Sign Language)
<b>Ref No.</b>	HP2425013
<b>Department</b>	School of Academic & Vocational Support
<b>Reporting to</b>	Learning Support Practitioner
<b>Location</b>	Northampton, Booth Lane Campus
<b>Salary</b>	In the range of £15.44 - £17.07 per hour Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
<b>Hours</b>	Hourly paid contracts are variable and as such the hours can increase or decrease according to business needs
<b>Contract Type</b>	Permanent, Hourly Paid

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

## REWARDS AND BENEFITS

**As well as a great salary and friendly team you will also receive:**

- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.  
Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging  
Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies  
Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

To support deaf students and those with hearing support needs with language communication and comprehension both in and outside of the classroom environment, as appropriate to students' individual needs, including British Sign Language (BSL) translation, checking student understanding and facilitating interaction with members of staff and other students.

## Main Duties and Responsibilities

1. To provide sign language support for students in and outside of the classroom.
2. To assist teachers in supporting groups of students with disabilities and difficulties.
3. To be aware of lesson objectives and follow the teacher's direction.
4. To provide advice to teachers on students' hearing and communication needs.
5. To develop and adapt materials for deaf and hearing-impaired students.
6. To support students in their learning, for example note-taking.
7. To encourage students to develop independence in their learning study skills.
8. To support students with notetaking, reading, writing and comprehension.
9. To foster independent living and social skills in students.
10. To assist students with their accessibility needs in order to undertake their examinations.
11. To record completed work in electronic systems for audits.
12. To act as a liaison between teaching staff to track student progress.
13. To carry out examination invigilation duties as required.

# Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level</li> <li>Level 3 in British Sign Language (BSL)</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of the impact on learning and strategies to support students who are d/Deaf/have hearing support needs</li> <li>An understanding of the need to promote independent living and learning</li> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting</li> <li>Understanding of the principles of data protection</li> </ul>	<ul style="list-style-type: none"> <li>An awareness of the Special Educational Needs and Disability Code of Practice 2015, and Education Health and Care Plans (EHCPs)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to effectively communicate in writing, verbally, through sign language and/or through active listening with a diverse group of colleagues, students and stakeholders</li> <li>Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook</li> <li>Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines</li> <li>High levels of attention to detail and accuracy</li> <li>Ability to provide a responsive and professional level of customer service at all times</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working with young people</li> <li>Experience of supporting students within the classroom environment, including though the use of British Sign Language (BSL) communication support</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence</li> <li>Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach</li> <li>Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions</li> <li>Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments</li> <li>Priorities the needs of the team, customer, and the organisation</li> <li>High degree of integrity and honesty</li> </ul>	

	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Empathetic: demonstrates thoughtfulness towards others</li> <li>• Resilience: able to recover from setbacks quickly</li> <li>• Self-motivated: demonstrates initiative, positivity, and a proactive approach</li> <li>• Positive role model for students</li> </ul>	



## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

