

JOB DESCRIPTION

Post Title	Communication Support Worker
Salary Scale / Grade	Scale 4 SCP 7-11
Primary Workbase	Carisbrooke College (Einstein)
Hours / Weeks per year	35 hpw Term time plus 2 days only
Responsible to	Operational Coordinator

Purpose:

- To undertake specific roles and responsibilities that assist in the support and inclusion of all students.
- To develop learning activities / programs for individual students or groups of students under the direction and supervision of Operational Coordinator.
- To support access to academic learning for students and to provide general support to subject teachers and the Operational Coordinator.
- To provide administrative support for the Operational Coordinator.

Key Accountabilities:

Support for student(s)

- Undertake the role of Key Worker for Einstein unit students maintaining regular contact with parents and carers and advocating for these students in meetings.
- Work with and provide the link between outside agencies, with guidance from lead staff, where appropriate / necessary / required.
- Support the transition process, under the direction of the Operational Coordinator, of visits to and from feeder schools and colleges.
- Support students in fostering independence and / or social skills.
- Develop good relationships with students and promote their self-esteem.
- Supervise and assist small groups of students in activities set by lead staff (including off-site).
- Deal with behavioural and special needs issues in conjunction with the Operational Coordinator, in accordance with the behaviour policy.
- Attend to the student's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support the students ensuring their safety and access to learning.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage Einstein provision students to interact with others and to engage in activities led by their teachers.
- Encourage Einstein provision students to act independently as appropriate.
- Support a weekly after school / homework club for Einstein provision students.

Support for teachers

- Monitor, assess and review recommendations on Educational Health Care Plans (EHCPs) and to initiate any requirements needed to fulfil the emotional needs of the student, under the direction of the Operational Coordinator.
- Teach small groups in the Einstein Provision, under the direction of the Operational Coordinator, and to provide support for students in mainstream lessons.
- Assist in marking students work.
- Help in the preparation of the student's work area as directed, for lessons and clear away afterwards and assist with the display of student's work.
- Undertake student record keeping as requested.
- Gather/report information from/to parents and carers, as directed.
- Provide clerical / admin support such as photocopying, typing and filing.

Support for the curriculum

- Provide support for delivery of the emotional, social, academic and life skills curriculums as required.
- Under the direction of the Operational Coordinator, liaise with subject teachers to ensure that Einstein Provision students are provided with subject materials when lessons are necessarily undertaken in the Centre.
- Support students in understanding instructions.
- Support students in respect of local and national learning strategies, e.g. literacy, numeracy, as directed by their teachers / Operational Coordinator.
- Support students in using ICT as directed.

Support for the Einstein Provision and college

- Adhere to the college's health and safety policy when planning trips, ensuring that appropriate risk assessments are completed and supervise students on visits, trips and out of school activities as required.
- Ensure appointments with external agencies are set up and communicated to all relevant parties and subsequent reports are distributed as appropriate.
- Provide training to staff as appropriate, in areas of strength / expertise.
- Organise storage and accessibility of resources, ensuring correct use and care of them through training and advice.
- Liaise with staff regarding the purchase of new resources to support learning.
- Supervise students out of lesson times including before and after school and at lunchtimes.
- Ensure that student's files are kept up to date.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the college.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Other Responsibilities:

- To take lead responsibility for one or more subject areas and / or anxiety education within the

Einstein.

- To follow and support college policies reflecting the college's commitment to high achievement and effective teaching and learning
- To contribute to the maintenance of the college's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the college's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
GCSEs (Level 2) in English and Mathematics or equivalent	✓		A
Completion of other role related training courses	✓		A
First Aid Certificate	✓		A
EXPERIENCE			
Extensive experience of working with, or caring for, children in group settings of relevant school age	✓		A, I
Broad range of experience of working with students with complex SEMH needs, including autism	✓		A, I
Day to day working experience and skill in using Google software, including Google Docs and Google Sheets	✓		A, I
Record keeping and administrative experience	✓		A, I
Significant experience of working in an educational setting	✓		A, I
Significant experience of liaising with parents and carers	✓		A, I
Experience of completing risk assessments		✓	A
Experience of supporting students in transitioning from primary school and to post 16 provision		✓	A
Experience of teaching small groups	✓		A
Significant experience of working in response to recommendations on Statements and/or Educational Health Care Plans (EHCPs)	✓		A
KNOWLEDGE AND UNDERSTANDING			
Understanding and experience of the main safeguarding principles	✓		A, I
Understanding of child development	✓		A, I
SKILLS AND ABILITIES			
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Good level of competence in ICT, particularly using Google software, including Google Docs and Google Sheets	✓		A
Ability to work flexibly and under own initiative to achieve objectives	✓		A, I
Ability to prioritise, coordinate and organise work under pressure	✓		A, I
Conscientious and positive disposition	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		A, I

Ability to recognise strengths and how to use these strengths to support SEMH students in making emotional and academic progress	✓		A, I
Ability to use SIMS		✓	AI
PERSONAL QUALITIES AND ATTITUDES			
Ability to maintain high quality professional relationships with all, acting as role model to students	✓		A, I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		A, I
Calm, approachable, resolution-focussed disposition.	✓		A, I
Passionate about differentiation and inclusion	✓		A, I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		A, I
Passionate about raising attainment (Emotional and Academic)	✓		A, I