



## Role Profile

Job Title

**Communication Support Worker**

Salary range

Spinal Point 23

Contract

Fixed Term Contract, 38 weeks

Main location

Portland College

Hours and basis

28 Hours per week, over 4 days

Reports to

Curriculum Manager Digital Engagement

Date of issue

September 2023

### Why Portland College needs this role

Portland College is a vibrant national college for people with various disabilities and associated learning difficulties. We strive to develop every learner's unimagined potential with a personalised programme.

The Communication Support Worker provides crucial support to learners and the learning and teaching staff on a daily basis, ensuring students can access all aspects of the education programme.

### What you will be doing

#### Key responsibilities:

- To provide communication support to learners, including interpreting between spoken English and BSL in order to support the delivery of educational, care, therapy and well-being provision
- To assess the needs of learners and help them to communicate with others in the class
- To adapt the learning and teaching materials to support a learner's learning style and requirements
- To support delivery staff to monitor and record progress against individual targets
- To facilitate learning to small groups or on a 1:1 basis
- To provide personal care
- The co-delivery of deaf awareness training
- To support the student recruitment process through communication support for potential learners visiting the college
- To attend multi-disciplinary meetings as appropriate

#### Health and Safety:

- Manage and monitor all Health and Safety considerations in accordance with the colleges Health and Safety Management system, to include adverse event reporting

### Key results we want to see from this role

- Efficient and effective communication support for individuals to ensure excellent progress is made relevant to Individual Learning Plans / Individual Learner Targets/ Planned Outcomes, including; Employment, Vocational, Maths, English, Independence, Health and Well-being
- Effective role model demonstrating best practice as directed by the Learning Support Professional Standards and the quality expectations of the college

### Dimensions of the role



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- You will be working with a team of highly motivated delivery and support personnel, providing flexible support as directed by your named Tutor or Curriculum Support Assistant

### Key work relationships

- Curriculum managers
- Tutors
- LSA Coach Mentors
- LSA
- Therapy Teams
- Vocational Leads
- Quality Improvement Manager
- Positive Behaviour Support Team

### Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

### Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require

The above role profile is not all encompassing and is subject to regular review.

\_\_\_\_\_  
**Signature of post holder**

\_\_\_\_\_  
**Date**

I have read and accept the duties and responsibilities outlined in this role profile.