

**HEARING RESOURCE CENTRE**

# JOB DESCRIPTION

**Job Title:** Educational Communicator: Supporting students with a hearing impairment

**Grade:** Scale 6 (Pts 26 - 28)

**Responsible to:** HearingResource Centre Manager

**Hours of Work:** 22 Hrs per week (Tuesday, Wednesday, Thursday) term-time only, plus one week,

8:00 am to 4:00 pm

### PURPOSE AND OBJECTIVES OF THE JOB

1. To contribute to the work of the team for students with a hearing impairment within the Oldham All Disability Service.

2. To support the inclusion of students with a hearing impairment.

3. To ensure that students from the Resource Centre receive full access to the curriculum.

4. To contribute to the support of hearing impaired students and their families.

**Equipment and Materials**

Responsible for equipment, resources related to the work of the post-holder.

#### Health/Safety/Welfare

Responsible for the health, safety and welfare of him/herself in relation to the school’s

Health & Safety Policy

**Relationships (Internal and External)**

Internal: Hearing Resource Centre staff, school staff.

External: Parents, Health Trust staff, Social Services staff, voluntary organisations.

#### PRINCIPLE DUTIES

1. To support students with a hearing impairment within the Resource Centre by:

* providing pre and post-tutorial lessons using differentiated materials to make sure that the linguistic content and the new concepts are understood;
* regularly checking hearing and radio aids;
* signing the content of assemblies;
* giving support to Key Stage 4 students with a hearing impairment with any difficulties they might have with exam coursework;
* giving pastoral and careers support to students with a hearing impairment;
* liaising with primary schools and colleges to ensure a smooth process of transition to secondary school for students with a hearing impairment;
* liaising with providers of post-16 provision to ensure a smooth process of transfer for students with a hearing impairment.

2. To support students with a hearing impairment in mainstream classes to ensure full access to the curriculum by:

* communicating the content of the lesson using modified or differentiated language as well as simple written cues;
* helping students with a hearing impairment to overcome additional difficulties, i.e., behaviour, learning, etc.;
* taking written notes in class for use in pre and post-tutorial sessions in the Resource Centre;
* writing observations in files and contributing to Learning Profiles and Person Centred Plans for students with a hearing impairment;
* assisting students with a hearing impairment in following written text and practicals, which involves explanation of new vocabulary;
* modifying written materials for students with a hearing impairment;
* checking that homework is recorded and understood;
* providing regular feedback to the Resource Centre teacher, class or subject teacher and parents, regarding progress for students with a hearing impairment;
* providing positive encouragement for inclusion and independence.

**3. To continue own professional development within the team.**

**4. To work as a member of the team and attend team/staff meetings.**

**5. The ability to access IT programmes.**

Signed ……………………………………… Date ……………………….

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#  PERSON SPECIFICATION - EDUCATIONAL COMMUNICATOR

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **TO BE MEASURED BY** |
| Qualifications andExperience | * Level 2 Certificate in British Sign Language (Signature) or OCSL Level 3.
* Past experience in supporting children and/or young people with Special Educational Needs.
* Experience of working in education.
 | * Bilingual skills.
* Previous experience in working with students who have additional needs.
* First Aid.
 | Application form and interview.Application form and interview.Application form and interview. |
| **Skills and Knowledge** | * Excellent interpersonal skills, with the ability to establish positive working relationships with students and adults.
* Ability to manage time effectively and work without close supervision.
* Ability to communicate verbally and in writing.
* Ability to modify language and the curriculum appropriately to meet individual needs of students.
* Experience of producing curriculum/teaching support materials.
* Ability to access basic IT programmes, e.g. Microsoft Office, and a willingness to undertake further IT training.
* Knowledge of deaf issues.
* Ability to record and keep accurate records.
 |  | Application form and interview.Application form and interview.Application form and interview.Application form and interview.Application form and interview.Application form and interview.Application form and interview.Application form and interview. |
| **Special Working****Conditions** |  | * Providing hygiene care to students.
* Own transport/driving licence.
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| **Other Qualities** | * Ability to work flexibly including some evening events e.g. parents evenings, extra-curricular activities for students
* Ability to work within the ethos of the school.
* A willingness to undertake training to meet the demands of the job.
 |  | Application form and interview.Application form and interview.Application form and interview. |