

**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. |  |
| **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. |