TRELOAR TRUST

**JOB DESCRIPTION**

**Post: British Sign Language Student Support Technician**

**Location:** Treloar School

**Responsible to:** Form Teacher / Deputy Head of School

**Main Purpose of Job:**

British Sign Language Student Support Technician to work under the direction of the teacher/tutor. The key purpose of the role is to assist identified students who need support with their learning, including BSL signing support. Whilst this role is primarily based in the classroom, it will also involve supporting students with their feeding and, on occasions, with other aspects of their care.

**KEY TASKS**

Classroom

* Supporting individual students within the classroom and other environments at school, using own BSL signing skills and in liaison with the teacher/tutor and Speech and Language Therapist. Individual work with students may be required, e.g. pre-teaching of specific vocabulary / signs.
* Organisation and preparation of resources to support individual students, e.g. symbols and other visual aids, with guidance from the teacher / Speech and Language Therapist as required.
* Preparation of materials for all lessons and clearing up afterwards e.g. Photocopying, laminating, assisting with classroom displays and preparing teaching materials
* Helping set up students to work with a range of computer equipment
* Assisting with Therapy programmes.
* Working alongside the Therapists to encourage students to access the whole curriculum as effectively as possible.
* Guiding students in carrying out the work set by the teacher (this may be as the person in charge of a small group with no teacher present)
* Helping with maintenance of teaching aids and equipment in classrooms, including routine checks and basic maintenance of hearing aid equipment if required.
* There is a requirement for support staff to scribe or invigilate during accredited assessed work and final examinations
* Support teachers/tutors in maintaining good records of student progress
* Assisting in changing students and participating in PE and Swimming.
* To assist students to achieve their ILP/IEP goals

Care Support Duties

* To encourage the students to do as much as possible for themselves by guiding them and showing them what to do when necessary
* Helping identified students who require signing support in all aspects of daily living including washing, dressing, bathing, showering and after toilet hygiene.
* Implement the individual Young Person’s plan
* Assisting identified students with their nutritional requirements, e.g. serving meals, assisting with feeding, preparing drinks, meals and snacks.
* To keep robust records in line with regulatory requirements
* To help implement all aspects of individual care plans, including the administering of drugs and medication, in line with required Trust policy and procedure

Trips/Visits

* Assisting students with learning off-site, such as class trips, community skills and work experience.

Other duties

* To support the Trust in safeguarding and protecting the welfare of all students.
* To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
* To maintain and develop own professional knowledge and awareness.
* To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
* A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
* This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust HR Department

April 2016

**Person Specification – British Sign Language Student Support Technician**

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| MINIMUM | **DESIRABLE** |
| Qualifications  1. British Sign Language Level 1 or 2(if at Level 1 the willingness to proceed and gain BSL Level 2 is essential) 2. Good standard of General Education including evidence of GCSE English and Maths at grade C or above (or equivalent). 3. Hold a relevant level 3 (or must start it as a condition of getting the job and complete it within an agreed timeframe) - This will usually be the STL 3 or the SEN L3, but may be an alternative appropriate Level 3 (or 4) which is teaching related to be determined by the Deputy Head of School or College or the Assistant Head of School | 1. CIEH level 2 Award H&S in the Workplace Qualification 2. Level 2 IT Qualification |
| Skills and Knowledge  1. Basic computing knowledge e.g. Microsoft Word 2. Good written and verbal communication skills 3. Able to understand or to develop an understanding of the needs of children/young adults with a disability 4. A willingness to support the students in developing independence skills and self-advocacy 5. Able to work under pressure 6. Able to work as part of a multi-disciplinary team 7. Must be able to show initiative 8. Ability to stand back from a situation and let a student try something for themselves | 1. Knowledge of specialist communication software packages and/or Augmentative and Alternative Communication systems 2. Skills gained through working with children / young people with complex communication, learning and/or physical needs. 3. Understanding of Total Communication support where all forms of communication are valued and actively promoted. |
| **Experience**   1. Previous experience of working in a caring environment and/or with people with a learning difficulty or disability | 1. Experience of working in a classroom or with Students with Special Needs. |
| Personal qualities  1. A commitment to promoting and   safeguarding the welfare of students   1. Willingness and ability to undertake work related training and utilize new skills and knowledge to enable improved support 2. To be able to provide personal care relevant to the students’ needs |  |
| Physical requirements  1. Ability to ensure students comfort and to assist with transfers 2. Must be able to cope with the physical demands of the job 3. Pushing wheelchairs and standing frames 4. Constant standing/walking 5. Assist students with walking, sitting and other activities of daily living 6. Moving and handling of students by means of mechanical aids 7. Manual Handling requirements within MH guidelines |  |
| Treloar Trust is committed  to safeguarding children, young people and vulnerable adults  All successful candidates will be subject to a Disclosure & Barring ServiceCheck along with other relevant employment checks | |

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST’S EQUAL OPPORTUNITIES POLICY.