

ROLE DESCRIPTION

1. JOB TITLE: Communicator

2. CONTEXT

West Herts College is a general Further Education College with a large portfolio of courses for its local community including full time and part time further education, higher education, work based learning and community learning.

The Additional Learning Support team provides a range of support for students who have a learning difficulty or disability, including those who need who have a sensory impairment, to enable them to access the educational opportunities offered by the College.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Additional Learning Support Coordinator

4. MAIN PURPOSE OF JOB

To provide communication support for deaf and hearing-impaired learners, to enable them to successfully achieve their learning goals and participate fully in the life of the College.

5. MAIN DUTIES AND RESPONSIBILITIES

- To provide communication support to identified deaf and hearing-impaired students across the curriculum, using a range of appropriate methods including British Sign Language, lip-speaking and note-taking.
- To communicate and support during Open Evenings, interviews and the enrolment of deaf and hearing-impaired learners.
- As part of the ALS service offer guidance and support for Learners with a hearing impairment.
- To contribute to the formulation and delivery of an individual learning support plan for designated students, in collaboration with subject staff, members of the Additional Learning Support Service and the student.
- To provide specialist support during examinations, curriculum related trips and all college activities the Learners are required to take part in.

- To promote the active participation of hearing impaired students in the full range of College settings, such as learning Centres, tutorials and informal student activities.
- To liaise with course staff and other colleagues on effective communication strategies for deaf and hearing-impaired learners, including practical changes to learning materials and approaches to classroom management, under the direction of the Head of Basic Skills and ALN.
- To maintain and update the required ALS record keeping systems in line with college policy and ensure that student learning needs and support are accurately documented.
- To contribute to course team activities relevant to the Communicator role, for example student reviews and quality improvement activities promoting inclusive learning.
- To contribute to staff development activities relevant to the needs of deaf and hearing impaired learners commensurate with the post-holder's training and experience and under the direction of the Head of Basic Skills and ALN.
- To work flexibly as part of the ALS Service undertaking learning support activities as appropriate and in accordance with the needs of individual learners and the service.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities, to update skills and knowledge.
 - All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
 - Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery;
- Be familiar with and promote the Equality and Diversity Policy

- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the postholder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.
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