



**CTK ST MARY'S**  
A CHRIST THE KING SIXTH FORM

CTK St Mary's  
Sidcup, DA14 6BE

We are keen to appoint an enthusiastic Communication Support Worker with a genuine passion in supporting students to achieve their full potential. Join us at St Mary's where you'll be central to our mission to help London's most ambitious students achieve success.

## Communication Support Worker – BSL Level 3 (Full time or Substantial Part Time)

**Start Date: January 2024**

**Salary range: £25,990 – 36,720 (inclusive of London Weighting) for full time, 34 weeks pa.**

CTK St Mary's is part of the Christ the King Sixth Forms group of three highly successful sixth forms located in south east London and Kent. As a sixth form centre for excellence, CTK St Mary's offers a wide range of both A Level and vocational courses. Located in Sidcup, on the Kent borders and surrounded by green playing fields, CTK St Mary's students are inspired and motivated to succeed.

We are now looking for someone highly committed to making a difference for our d/Deaf students, enabling and facilitating learning, and encouraging social integration. We are proud of our work with d/Deaf students and need an outstanding CSW to join our team.

The successful candidate will have to demonstrate experience of working with d/Deaf young people in either the deaf community, education, social care or work environment is preferred. You must have excellent communication skills, both in writing and in English/BSL (BSL to Level 3).

This is a fixed term contract until the 31<sup>st</sup> August 2024.

***Join us to be inspired, be extraordinary, and be the best you can be.***

For an application form and further details, please visit the vacancies page of our website

<https://www.ctk.ac.uk/vacancies/>

**Early applicants are welcome**  
**Candidates will be interviewed as applications arrive**

*Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.*



**INVESTORS IN PEOPLE™**

## Job Description and Person Specification

<b>Job Title:</b>	Communications Support Worker (BSL Level 3)
<b>Responsible to:</b>	Deputy Additional Learning Support Manager
<b>Core Job Purpose:</b>	To support deaf and hearing people to communicate with one another. Supporting student access to the learning environment and fostering independence with the aim of enabling access to the curriculum and facilitating full inclusion into school life. Facilitating communication between the student, their peer group and mainstream staff, and helping the student develop communication, language and social skills. As a Communication Support Worker, you should be knowledgeable in relation to issues with Deaf Awareness and Deaf and hard of hearing community and culture.

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The main activities and responsibilities are:

- 1.1 Make preparations before an assignment – searching for specialist vocabulary and finding out about the subject and the people involved.
- 1.2 Establishing productive working relationships with student/s, acting as a role model and setting high expectations for engagement, learning and behaviour
- 1.3 Supporting the development of the student/s' communication and language skills; giving good language models; using clear voice and good spoken and written English language as appropriate
- 1.4 Supporting the students to facilitate access to the teaching and learning environments and to achieve their objectives on Education Health and Care Plans.
- 1.5 Preparing work and learning materials for the student following guidance from the subject teacher/tutor and taking account of the young person's interests, language ability and cultural background.
- 1.6 Listen carefully to, or watching, what is said or signed.
- 1.7 Interpreting everything that is said or signed.
- 1.8 Finding the best way to express everything that said or signed by following up the introduction of key concepts and new vocabulary, checking understanding; re-explaining ideas.

- 1.9 To have awareness and understanding of Deaf culture and specific issues relating to education of deaf people.
- 1.10 To advise teaching and other staff on appropriate communication strategies when working with deaf students/clients.
- 1.11 Facilitating communication between the student and teaching staff and other staff including interpreting for the student if appropriate
- 1.12 If necessary, and subject to agreement, the CSW will escort and provide support to the student/s to and from activities and planned external trips.
- 1.13 Attend any relevant training or meetings.
- 1.14 You will be expected to represent CTK in a professional and service orientated manner. This includes adhering to our stringent policies including those on confidentiality and safeguarding.
- 1.15 Taking part in professional development activities including appraisal.
- 1.16 A commitment to Equity, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.
- 1.17 Undertake other tasks as required by the Deputy Principal or Executive Principal after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## **2 Person Specification/Selection Criteria**

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Form.
- 2.2 A good standard of education to degree level or equivalent and a minimum of BSL Level 3.
- 2.4 Experience of supporting Deaf Adults or hearing loss is essential.

- 2.5 Accurate and fast BSL skills.
- 2.6 Strong organisational and time management skills, with the ability to prioritise tasks.
- 2.7 Flexibility and the ability to work calmly, under pressure and to have a good sense of humour.
- 2.8 The ability to work effectively in a team and with a range of people.
- 2.9 Confident speaking in public.
- 2.10 Excellent spoken and written English.
- 2.11 Respect people's private information
- 2.12 Working knowledge of the deaf community and culture.
- 2.13 Experience in studying or working in a Further Education setting.
- 2.14 Be able to recognise your own limitations and refer to other services where appropriate.
- 2.15 To be able to establish and maintain professional boundaries.
- 2.16 Confidence in working independently with learners.
- 2.17 Take a logical approach to problem solving and pay close attention to detail.
- 2.18 Apply quality standards to all task undertaken and ensure nothing is overlooked.
- 2.19 An understanding and interest in the education environment, particularly as it relates to young people.
- 2.20 The ability to communicate well with young people and to have an understanding of some of the challenges they face.
- 2.21 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.