



## Person Specification

Job Title

**Communication Support Worker**

### Qualifications



#### Essential

- |   |     |
|---|-----|
| • Accurate BSL skills, minimum BSL Level 2  | A/I |
| • Appropriate qualification in Learning Support e.g. Level 2 Certificate in Learning Support or equivalent qualification, or a willingness to work towards within an agreed timescale | A   |
| • Maths and English Functional Skills at Level 2 or GCSE Grade C or a willingness to work towards within an agreed timescale  | A   |

#### Desirable

- |   |     |
|---|-----|
| • Responsible for and actively engage in own personal development | A/I |
|   | A/I |

### Key skills

#### Essential

- |   |            |
|---|------------|
| • IT literate   | A/I        |
| • Able to keep accurate and legible records   |            |
| • Ability to work proactively and innovatively under the guidance of the Curriculum Manager for Digital Engagement and Senior Speech and Language Therapy Assistant | A/I<br>A/I |
| • Ability to work autonomously  | A/I        |
| • Good written and verbal communication   | A/I        |
| • Excellent organisational and time management skills to work autonomously and use own initiative   | A/I        |
| • Good problem-solving skills   | A/I        |
| • Ability to liaise with Education Staff and Multidisciplinary Team   | A/I<br>A/I |

#### Desirable

- |  |     |
|--|-----|
| • Understanding of own abilities, limitations and when to seek support | A/I |
|--|-----|

### Experience

#### Essential

- |  |     |
|--|-----|
| • Experience in the writing of reports                               | A/I |
| • Experience in working in a multidisciplinary team environment      | A/I |
| • Experience of working with a range of disabilities                 | A/I |
| • Experience in working in a busy team and assisting others in work. | A/I |
| • Experience in prioritising and managing tasks to meet objectives.  | A/I |

#### Desirable

- |   |     |
|---|-----|
| • Experience in using assistive technology to support post-16 Education | A/I |
| • Experience in training and /or coaching colleagues                    | A/I |
| • Experience in working within an education setting                     | A/I |
| • Experience in assessing the needs of individuals                      | A/I |

### Knowledge

#### Essential



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- Knowledge of different disability types
- Knowledge of the importance of record keeping, following policies and procedures and working within safe practices.
- Understanding of the importance of maintaining confidentiality
- Commitment to safeguarding, equality and diversity and health and safety at the college

A/I

A/I

A/I

### Desirable

- Knowledge of current trends in education and training, especially with regard to the provision of specialist support
- Knowledge of funding for educational settings

A/I

### Other personal requirements

#### Essential

- Reliable
- Self-motivated
- Able to take direction
- Patient
- Empathetic
- Flexible
- Able to work within a term time curriculum

A/I

A/I

A/I

A/I

A/I

A/I

A/I

#### Desirable

- Access to a vehicle

A

### ✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview