



## 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
	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

#### Desirable

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