

Post Title: Communications and Learning Support Assistant (AA4106)

Evaluation: 456 Points

Grade: N5

Responsible to: Adult Learning and Skill Manager

Responsible for: N/A

Job Purpose: To support the learning of individuals and groups under the leadership of the Adult Learning and Skills tutor responsible for the group and to provide sign language support for learners with a hearing impairment.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To enable learners to maximise their learning in every learning session and during other activities, eg in the workplace, external visits
- 2 To contribute to ensuring that all learning activities are in line with the expectations and requirements of the Adult Learning and Skills tutor's planning for the group and individuals
- 3 To provide sign and other language support for deaf learners or non-native speakers to enable full participation in college life
- 4 To enable the translation of British Sign Language to English in written work
- 5 To enable deaf learners to interact with their peers
- 6 To ensure that the learning strategies used best meet the needs of the individual
- 7 To enable learners to develop independence both in the classroom and in the workplace
- 8 To support learners in the management of their behaviour
- 9 To adapt and develop resources to meet individual needs, including in British Sign Language
- 10 To maintain records as required
- 11 To contribute to effective liaison between the Service and outside agencies, including parents, carers, guardians, social workers, work placements and other relevant agencies
- 12 To take part in and contribute to monitoring and evaluation activities

- 13 To participate in and contribute to staff development
- 14 To ensure that the support offered meets the standards set out in the learner charter, including the equality of opportunity in service delivery
- 15 Contribute to policy development for area of responsibility including the service's self-assessment report, and to provide advice and guidance on policies as required.
- 16 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 17 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.