**JOB SPECIFICATION**

A group of people with their arms up

AI-generated content may be incorrect.

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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| British Sign Language Communicator and Notetaker – 20 hours  36 weeks per year | Inclusive Learning |
| **SALARY** | **BENEFITS** |
| £25,081 per annum, pro rata  Rate of pay includes an element of holiday pay | Local Government Pension Scheme  Payment for holiday entitlement will be incorporated into annual salary based on a pro rata of a full time equivalent holiday entitlement of 31 days, plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| SEND Funding & EHCP Manager | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To provide British Sign Language support to profoundly Deaf students.  To keep records of support provision and input details into the electronic learning plans for individual students.  To provide a note-taking service for Deaf students and other students requiring this support.  To advice and guide teaching staff working with Deaf and hard of hearing students on good practice around deaf awareness.  To work as part of the BSL communication team and provide professional input into support plans for Deaf and hard of hearing students. | |
| **DUTIES** | |
| To support students with profound hearing loss who require BSL communication.  To support teaching staff and raise awareness as to good practice in making sessions accessible to Deaf and hard of hearing students.  To work with students on a 1-1 basis either in class or out of class as required.  To work alongside and support other members of the Inclusive Learning team in the support of students with additional learning needs.  To provide signed support for students in practical and portfolio sessions, workshops, general education sessions and lectures as required.  To liaise with the Inclusive Learning Coordinators and Assistant Head of Inclusive Learning concerning students being supported on a regular basis and attend team meetings as required.  To maintain Inclusive Learning records as required, inputting into the electronic individual learning plans and contributing to student Education, Health and Care reviews.  To undertake staff development or other continuous professional development training that is provided to ensure effective provision of learning support.  To support students before class, during breaks and lunchtimes and after class if required.  To attend Inclusive Learning meetings as required.  To carry out such support duties as identified by the Head/Assistant of Inclusive Learning | |

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| **DUTIES** |
| * You role model and promote the College values: * **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community. * **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring. * **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact. * **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive. |
| Promote College sustainability policies and strategies by personal commitment and lead by example. |
| Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) |
| To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations.  Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved.  Maximise effective use of time and personal ability.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. |
| Be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively. |
| Must be thoroughly aware of College Health and Safety policies and procedures and attend any mandatory health and safety training appropriate to their role and ensure that employees within their responsibility are also made aware of these policies and procedures and any mandatory training relevant to their role.  They must also seek to ensure appropriate implementation of such policies and procedures across all areas of their responsibility. |

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| **DUTIES** |
| Ensure all accidents and near misses are recorded and reported following College procedures. |
| Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also.  He/she must also seek to ensure appropriate implementation of such policies. |
| Any other duties that may reasonably be required by Line Management and the Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| BSL qualifications (CADP, Signature or equivalent) at Level 3 (A)  Level 4 or equivalent in English and Maths grade C or above (A)  Communication Support Worker qualification at Level 3 | BSL qualifications (CADP, Signature or equivalent) at Level 6  Learning Support qualification (Level 2 or above) (A) |
| ***General Intelligence*** | |
| Evidence of sound written English skills and a good general education (A/I) |  |
| ***Special Aptitudes*** | |
| The communication skills necessary to work with students with sensory impairment and or learning difficulties and disabilities. (A/I)  The interpersonal skills to work within a team. (A/I) | The ability to support students in class in a supportive yet unobtrusive way (A/I) |
| ***Interests*** | |
| A desire to promote the inclusion of students with sensory impairments and/ or additional needs. (A/I)  The desire to undertake relevant staff development. (A/I) |  |
| ***Disposition*** | |
| Good interpersonal skills (I)  Good communication skills (I)  Friendly and approachable (I)  Person centred approach (I)  To be respectful of the wishes and needs of students (A/I) | To be able to encourage independence and self-esteem among supported students (A/I) |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability to work flexibly – Flexibility in the days, hours, times and curriculum area in which you may be required to work. (I) | Possess a current driving licence or willing to travel as required by other means (A/I) |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| British Sign Language Communicator and Notetaker – 20 hours  36 weeks per year | Inclusive Learning - Preston |
| **SALARY** | HOURS OF WORK |
| £25,081 per annum, pro rata  Rate of pay includes an element of holiday pay | 20 hours, 36 weeks per year |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| Payment for holiday entitlement will be incorporated into annual salary based on a pro rata of a full time equivalent holiday entitlement of 31 days, plus Bank Holidays. | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2025) (based on actual NOT FTE)  Contribution rate %  Up to £17,800                     5.5%  £17,801 to £28,000          5.8%  £28,001 to £45,600 6.5%  £45,601 to £57,700 6.8%  £57,701 to £81,000 8.5%  £81,001 to £114,800 9.9%  £114,801 to £135,300 10.5%  £135,301 to £203,000 11.4%  £203,001 or more 12.5%  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £49.50 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £16 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |