

JOB DESCRIPTION

Job Title:	BSL and Deaf Awareness Tutor
Reports To:	Assistant General Manager
Accountable To:	General Manager
Site:	Cygnets Hospital, Bury

Purpose of Post:

To deliver British Sign Language Courses (all modules, Levels 1 & 2) in accordance with the Signature framework of examination accreditation.

Key Responsibilities:

- To deliver accredited BSL training for members of staff.
- To support all wards and departments that require BSL linguistic and cultural support.

Experience:

Essential Criteria:

- Have a full teaching qualification or working towards this
- Recent, relevant experience of teaching and assessing in a formal or informal setting
- Proven track record of good learner retention and achievement rates
- Ability to plan and deliver differentiated learning
- Occupational competence (assessors only)
- Experience of delivering accredited courses
- Evidence of competency with IT.

Desirable Criteria:

- Recent, relevant experience as a qualified teacher, trainer and assessor in Deaf Awareness and BSL
- Experience of providing information and advice to learners
- Experience of using an online learning platform E-portfolio system to assess learning.

Qualifications:

Essential Criteria:

- Subject qualification - relevant subject qualification in chosen subject/curriculum area and/or occupational competence.

- For teaching posts - generic teaching qualification, Level 4 certificate in Education and Training or working towards
- For Assessors – Assessor qualification (A1/D32/33 or TAQAL3 Award in assessing Competence in the Work Environment and /or L3 Award in Assessing Vocationally Related Achievement or TAQA Certificate).

Desirable Criteria:

- Member of appropriate professional body related to chosen subject or area of learning
- Diploma to teach in the Lifelog learning Sector (DTLLS) PGCE (post 14) or equivalent
- Internal Verifiers Qualification (V1 or D34 or TAQA L4 Award in the Internal Quality Assurance of Assessment Processes and Practise of TAQA L4 Certificate)

Skills and Knowledge:

Essential Criteria:

- Thorough planning and organisational skills
- Ability to plan and deliver differential learning
- Detailed subject knowledge
- Comprehensive record keeping, monitoring and evaluation skills
- Ability to use a range of assessment methods
- Ability to incorporate group work skills and classroom management
- Ability to plan, implement, review and evaluate own teaching and assessment

Desirable Criteria:

- Knowledge of – Accreditation schemes and procedures. Core curriculum. IV process

Other Factors - Essential Criteria:

- Native Deaf, BSL user
- Facilitative approach to teaching and learning
- Participation in regular training and professional development

Role and Responsibilities:

- To carry out teaching duties as specified in the purpose of the role description
- To maintain a clear and organised record of student files. These must be updated after any contact or correspondence with students
- Maintain a good, supportive and constructive relationship with students, showing genuine interest in their wellbeing and profession within the classroom.
- To develop, maintain, record and store all required lesson plans
- To highlight any training resources needed in a timely manner and via correct ordering procedures
- To effectively use IT resources and access Signature website to download documents, files and examination bookings as necessary
- To carry out relevant administration tasks required, completion of registers, completion of tutor record keeping, examination entries
- Be fully aware of accreditation criteria and relevant procedures for examinations and accreditation
- To provide feedback forms as part of course/teaching evaluation

- To keep up to date with new developments/issues within the Deaf community.
- To behave in a professional manner, maintaining positive relationships with colleagues and service users
- To provide marketing and promotional materials as required
- To engage with appropriate CPD
- To complete Achieve e-learning as required
- To attend mandatory training
- To be prepared to work flexible hours if required
- To adhere to all Cygnet policies and procedures
- To ensure that registration and documentation relating to Access to Work claims are adhered to in a timely manner.
- To participate and contribute to the line management and appraisal system
- To maintain, log and report any incidents, accidents or near misses, failure in systems of work, and identified risks
- To ensure that the learning environment follows health and safety requirements
- The job description will be reviewed regularly in light of changing service requirements, and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant Cygnet Hospital Policies, Procedures and Guidelines, including those related to equal opportunities, health and safety and confidential of information.

Deaf Awareness (Bury only):

- To promote Deaf issues within the service and other professional settings.
- To abide by the communication policy of the service.
- To develop knowledge of the Deaf language, culture and community as a linguistic minority group.
- To champion Deaf access and accessibility around care, rights of treatment, and advocacy.

Health & Safety

- To comply with the provisions of Health & Safety at Work Act 1974 and other relevant legislation and taking personal responsibility for own safety and health whilst at work.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS IS EVERYONE'S RESPONSIBILITY

All staff working within Cygnet Health Care who come into contact with children, young people and/or their families/carers, including those who are non-clinical and those who work predominantly with adults has a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organization in order to keep children and vulnerable adults safe.

The above duties are neither exclusive nor exhaustive and the post holder may be required to undertake duties as directed by the Hospital Director that are within the competence of the post holder and compatible with the expectations of the post.

I confirm receipt and acceptance of this job description.

Signed:.....

Name (print):.....

Date:

£15,800

20x Students over 40 weeks -

VS

£23k + more control -