Job Description – BSL Tutor A picture containing text, queen, clipart

Description automatically generated

Title BSL Tutor

Reports to BSL Manager

Based at Doncaster Deaf Trust

Hours of work 37 hrs per week (some evening and weekend work required)

Salary £27,660 - £31,542 per annum depending upon experience.

Holidays 55 days (to be used in the school holidays)

# Responsible for:

* Commit to safeguarding, policies, practices and promoting the welfare of d/Deaf children/young people.
* Planning and delivery of BSL sessions to a) internal customers - students, staff, families and b) external customers – employers, community, organisations and other relevant businesses.
* To create a scheme of work, lesson planning, review of learning progress, monitoring, evaluations and a BSL tracking sheet.
* Required to work flexibly and adopt a blended delivery approach or remote (online) and face to face tutoring.
* Promoting and raising awareness of BSL, Deaf pride, Deaf issues, Deaf identity and Deaf culture in the local community.
* To promote equal opportunities regarding the BSL Act 2022 within the larger regional community.
* To support the delivery of the BSL Strategy.

# Key Duties and Responsibilities

Internal training and CPD

* To plan and deliver an effective British Sign Language curriculum up to Signature Level 3 (or higher) for young people.
* To plan and deliver an effective British Sign Language curriculum up to Signature Level 3 (or higher) for parents and staff in school and college.
* Working with families to provide blocks of sign language sessions and BSL, blending remote and face to face delivery which may require evening or weekend work.
* Work across the Trust with all services who require training in BSL including Nursery, School, College and Aspire to Be- employability services.
* To assess student’s achievements, levels and progress for annual reviews/external qualifications and contribute to annual reviews, including written reports.
* To contribute to individual Education Health and Care Plans where appropriate.
* To set targets appropriate to the needs and ability of students and ensure targets are met.
* To contribute to development and preparation of teaching materials.
* Ensure effective communication with the team, positive representation within DDT and raising the profile of the BSL team.
* To work alongside Doncaster Deaf Social Club staff where necessary.
* To monitor the BSL Training Plan and ensure staff are up to date with training requirements and CPD.
* A flexible approach to the working day is required as there will be extended days to meet the service needs.

Role Specific responsibilities and duties

* To plan and deliver an effective a British Sign Language curriculum up to Signature Level 3 (or higher) for external learners.
* To provide BSL programmes as requested - this may be on an evening or weekend.
* To provide a positive Deaf role model in the community.
* Have knowledge and understanding of the Deaf community and culture.
* To contribute to the development of the BSL curriculum, including assessments.
* Have experience teaching BSL to internal and external customers in group settings.
* To contribute to the BSL Strategy and support its implementation where relevant.
* To follow Trust procedures for planning and assessment, keeping accurate records.
* To contribute to development and preparation of teaching materials.
* To promote BSL Deaf identity and Deaf culture in the Trust and involve the Deaf community, including organising and coordinating Sign Language Week and Deaf Awareness Week.
* To promote equal opportunities within the larger community.
* To attend and contribute to relevant meetings, discussions and working forums.
* To liaise with relevant agencies to promote Deaf awareness and BSL alongside the Deaf Awareness Coordinator.
* To control and observe the effective use and storage of resources.
* To carry out any other duties in line with the job’s purpose.
* A flexible approach to the working day is required as there will be extended days to meet the needs of all BSL learners.
* Report to the BSL Manager.

**General**

* To strictly observe and follow staff code of conduct.
* To have responsibility for promoting and safeguarding the welfare of all students.
* The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
* Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
* Have a positive attitude, values and behaviour towards service users.
* Support the college’s implementation of all current statutory requirements, e.g. Equalities Act 2010, Equal Opportunities, Child Protection and Data Protection (GDPR).
* To fulfill personal requirements, where appropriate, with regards to Trust and college policies and procedures, health, safety and welfare, emergency, evacuation and security.
* To work positively and inclusively with colleagues and stakeholders so that the Trust provides a workplace and delivers a service that does not discriminate against people on the grounds of their age, sexuality, religion, belief, race, gender or disabilities.
* To attend training as required by the Trust to ensure that the best possible service is provided to our students and to each other.
* To observe at all times the Trust’s policies, in particular those relating to Health and Safety at Work and Data Protection.
* To attend training as required by the Trust to ensure that the best possible service is provided to our students and to each other.
* To undertake other duties which may be required.

**Person Specification: BSL Tutor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Source of Evidence** |
| **KNOWLEDGE & QUALIFICATIONS** | | | |
| British Sign Language (BSL level 3 qualification or above) Level 3 with willingness to progress onto Level 6 | **X** |  | **AF** |
| **EXPERIENCE** | | | |
| Specialism in BSL | **X** |  | **AF** |
| Evidence of successful, recent, teaching | **X** |  | **AF/IN** |
| Evidence of successful, recent, BSL assessment | **X** |  |  |
| Evidence of using literacy to support teaching and learning across the curriculum |  | **X** | **AF** |
| Experience of working with a range of professionals |  | **X** | **AF/IN** |
| Experience of delivering deaf awareness |  | **X** | **AF/IN** |
| Demonstrable experience of strong organisational skills | **X** |  | **IN** |
| Experience of promoting new ideas and managing change, recognising and developing existing staff expertise, and encouraging team approaches and task focussed improvement |  | **X** | **AF/IN** |
| Experience and a commitment to Safeguarding best practice | **X** |  | **AF/IN** |
| Experience of setting, monitoring and achieving targets to improve outcomes for learners | **X** |  | **AF/IN** |
| Evidence of providing in service training to colleagues |  | **X** | **AF/IN** |
| Experience of leading on the improvements in an area of the curriculum |  | **X** | **AF/IN** |

|  |  |  |  |
| --- | --- | --- | --- |
| **SKILLS AND ATTRIBUTES** |  |  |  |
| Detailed knowledge of the teaching of a subject area | **X** |  | **AF/IN** |
| Ability to use BSL at Level 3 or above, Level 3 with willingness to progress onto Level 6 | **X** |  | **AF** |
| Detailed knowledge of current educational issues, practices and research within a subject area |  | **X** | **IN** |
| Knowledge and understanding of Deaf learners | **X** |  | **AF** |
| Excellent ICT skills and ability to use these to enhance learning |  | **X** | **AF/IN** |
| The ability to inspire and motivate staff and students to high levels of achievement | **X** |  | **AF/IN** |
| Ability to manage behaviour positively | **X** |  | **AF/IN** |
| Complete understanding of BSL linguistics | **X** |  |  |
| Student centred approach to teaching- being able to adapt accordingly to the working environment | **X** |  |  |