Job Description – BSL Tutor (Part time) 

Title BSL Tutor

Reports to BSL Manager

Based at Doncaster Deaf Trust

Hours of work 22.2 hrs per week (some evening and weekend work required)

Salary £27,660 - £31,542 per annum pro rata to £16,596 - £18,925 depending upon experience.

Holidays 33 pro data days annual leave (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**

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| **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** |

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| **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** |  |  |