Job Description – Deaf Awareness

 Coordinator

Title Deaf Awareness Coordinator

Reports to BSL Manager

Based at Doncaster Deaf Trust

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

Salary £27,673.00 per annum

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

# Responsible for:

* Planning and delivery of Deaf Awareness to a) internal customers - students, staff, families, and b) external customers – employers, community organisations and other relevant organisations.
* To produce, design and develop the Deaf Awareness presentation to raise the profile of Deaf Awareness with: community organisations, local businesses, and appropriate services.
* Promoting BSL, Deaf identity and Deaf culture in the local community.
* To promote equal opportunities with regards to the BSL Act 2022 and the Equality Act 2010 within the larger regional community.
* To provide a professional monthly newsletter with updates regarding Deaf Awareness promotion and training.
* Regular Deaf Awareness posts and communication on social media (popular sites such as Facebook, Twitter, etc.) to share and increase the awareness amongst the wider community.
* To share regular information updates with the Marketing team for them to distribute accordingly.
* To support the delivery of the BSL Strategy linked to the Strategic Plan 2020-2025.

# Key Duties and Responsibilities

Internal training and CPD

* To plan and effectively deliver Deaf Awareness training to all new members of the Trust (inclusive of College, School, Nursery, Residential Lodge, and Aspire to Be).
* To plan and deliver high quality Deaf Awareness training to employers and external service users.
* Evaluate the effectiveness of Deaf Awareness training and provide reports when required
* Working with organisations and local businesses to provide recurring sessions of Deaf Awareness and BSL training, blending remote and face to face delivery which may require evening or weekend work.
* To contribute to the development and preparation of Deaf Awareness materials and resources.
* Ensure effective communication with the team and representation within DDT raising the profile of the BSL team.
* To work alongside Spread the Sign UK team on various international projects which involves the filming, coordination and providing reports as and when needed.
* To work alongside Doncaster Deaf Social Club staff as and when needed.
* To monitor the BSL Training Plan and ensure staff are up to date with training requirements and CPD.

External Services

* To provide BSL programmes as requested - this may be on an evening or weekend.
* To be a positive role model within the Deaf community.
* To prepare and effectively deliver Deaf Awareness training for employers, community organisations and families.
* Working alongside the careers team in college to establish positive relationships with organisations and businesses to offer Deaf Awareness training to staff in exchange for the possibility of students working within their organisations or businesses for work experience.
* Work across the Trust with all services to provide a Deaf Awareness training (inclusive of Nursery, School, College and Aspire to Be) for Sign Language Week and Deaf Awareness Week.
* You will be required to travel off site, either in your own personal vehicle (proof of business insurance required) or use our Trust vehicles.

Role Specific responsibilities and duties

* Have excellent knowledge and understanding of the Deaf community, culture, and identity.
* To contribute to the development and review of the BSL and Deaf Awareness training materials, including the resources for Sign Language Week and Deaf Awareness Week.
* To keep up to date with collecting the Deaf Awareness training E-feedback forms and monitoring responses for potential training modifications.
* Have experience delivering Deaf Awareness training 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 assessments and keeping accurate up to date records.
* To promote BSL Deaf identity and Deaf culture within the Trust and involve the Deaf community, including assisting with the organisation and coordinating of 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 parties.
* To liaise with relevant agencies to promote and organise Deaf awareness and BSL training alongside the BSL Manager.
* To control and observe the effective use and storage of resources.
* To attend relevant training.
* To carry out any other duties that are in line with the purpose of the job.
* A flexible approach to the working day is required to meet the needs of the client- your working day may cover evenings, weekends, outside of term time.
* 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 fulfil personal requirements, where appropriate, with regard 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 ground of their age, sexuality, religion or 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 reasonably be required

**Person Specification: BSL Tutor**

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| **Criteria** | **Essential** | **Desirable** | **Source of Evidence** |
| **KNOWLEDGE & QUALIFICATIONS** |
| British Sign Language (BSL level 6 qualification) | **X** |  | **AF** |
| **EXPERIENCE** |
| Specialism in BSL | **X** |  | **AF** |
| Specialism in Deaf Awareness | **X** |  |  |
| Evidence of successful, recent, delivery of Deaf Awareness | **X** |  | **AF/IN** |
| Evidence of BSL fluency | **X** |  | **AF/IN** |
| Experience of working with a range of professionals |  | **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** |
| Evidence of organising and providing in service training to colleagues and businesses |  | **X** | **AF/IN** |

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| **SKILLS AND ATTRIBUTES** |  |  |  |
| Detailed knowledge of Deaf Awareness delivery | **X** |  | **AF/IN** |
| Ability to use BSL at Level 6 or equivalent | **X** |  | **AF** |
| Detailed knowledge of Deaf issues, Deaf culture, practices and research within Deaf Awareness.  |  | **X** | **IN** |
| Knowledge and understanding of Deaf Awareness. | **X** |  | **AF** |
| Excellent ICT skills and ability to use these to enhance training experience. |  | **X** | **AF/IN** |
| Ability to manage behaviour positively. | **X** |  | **AF/IN** |
| Complete understanding of BSL linguistics | **X** |  | **AF/IN** |
| Service user centred approach to delivery- being able to adapt accordingly to the working environment. | **X** |  | **AF/IN** |