



**Unlock Your
Potential:
Join us at
Bolton College!**

Part of the University of Bolton Group



Communication Support Worker

Additional Learning Support





Dear Applicant

Thank you for expressing an interest in the position of **Communication Support Worker** at Bolton College. On behalf of the College, I am delighted to provide the enclosed information about the role.

You might now be asking...Why Bolton College? Well here at the College, diversity isn't just embraced – it's celebrated. Our vibrant culture thrives on the unique perspectives each individual brings, and our dedicated staff are fully invested in every learner's journey toward success. Situated conveniently alongside the University of Bolton in the town centre, we pave the way for seamless progression pathways for our students. Offering an extensive array of courses tailored for young people, adult learners, apprentices, and those pursuing higher education, we take immense pride in our inclusive educational ethos. With a warm, supportive atmosphere, we're more than just a college – we're a close-knit community committed to nurturing growth and fostering a sense of belonging.

At the heart of our College lies the exceptional talent and dedication of our staff. Our commitment to fostering an inclusive workplace not only nurtures our employees but also serves as a catalyst for their success, empowering them to excel within their roles. At the College, we firmly believe in cultivating the potential of our staff.

Following the College becoming part of the wider University of Bolton Group, a 'fee waiver' policy has been successfully embedded. This policy encourages our staff members to pursue further qualifications without financial barriers. It's an incredible opportunity for our team to advance their skills and aspirations, while also allowing us as an employer to invest in and retain our talented staff members.

If you share our values and want to be part of a great team then we would love to hear from you. You can find out lots more about Bolton College via our website www.boltoncollege.ac.uk

If you have any queries or require help in completing the application form please do not hesitate to contact us. We look forward to receiving your completed application.

Yours faithfully

A handwritten signature in black ink, appearing to read "S. Bury".

Sue Bury
Head of People & Culture



Communication Support Workers

Up to 25 hours per week (Term-Time Only – 36 weeks per year)

£20.45 - £25.56 per hour (dependent on qualifications)

We are looking for experienced Communication Support Workers to join our Learner Support team to support D/deaf learners using British Sign Language and /or a range of communication and support methods.

Ideally, you will have:

- Level 3 British Sign Language or equivalent
- Level 2 qualifications in English and Maths
- Experience of supporting D/deaf students in educational settings
- Experience of maintaining records
- A positive attitude towards D/deaf people and knowledge of the Deaf community

Day-to-day you will be responsible for:

- Providing communication support to D/deaf students across the whole College curriculum by using the student's preferred mode of communication (e.g., British Sign Language, Lip Speaking, Clear Lip Speaking and note taking).
- Implementing, recording, reviewing and adapting support strategies throughout the academic year.
- providing D/deaf learners with modified materials meeting their individual needs.
- Supporting and liaising with mainstream tutors to encourage inclusive teaching practice including delivery of awareness information to staff.
- Maintaining up to date records in order that the provision of quality support can be achieved.
- Participating and attending meetings/training events where appropriate.
- Providing sign language communication at College events as required.

As an individual you will be committed to safeguarding and promoting the welfare of children, young people and adults at risk, and will therefore be required to undergo an enhanced DBS check.

An application pack can be downloaded from our website by accessing <https://careers.boltoncollege.ac.uk> or by email request to: people@boltoncc.ac.uk.

Closing Date: 22nd February 2026

Interview date: 2nd March 2026

Job ref: 081-26



JOB DESCRIPTION

JOB TITLE: **Communication Support Worker**

Faculty: **Learner Support**

Grade: **CSW**

Directly responsible to: **Senior Communication Support Worker**

Directly responsible for:

PURPOSE OF JOB:

To provide communication and language support to D/deaf learners on mainstream programmes at Bolton College.

To provide support for D/deaf learners in class and out of class. To encourage learner independence using a variety of support strategies to meet the learners' individual needs.

To adapt resources/materials to make them accessible for deaf students.

MAIN RESPONSIBILITIES AND DUTIES:

1. To provide communication support to D/deaf students across the whole College curriculum by using the student's preferred mode of communication (e.g. British Sign Language, Lip Speaking, Clear Lip Speaking and note taking).
2. To implement, record, review and adapt support strategies throughout the academic year.
3. To provide D/deaf learners with modified materials meeting their individual needs.
4. To support and liaise with mainstream tutors to encourage inclusive teaching practice including delivery of awareness information to staff.
5. To maintain up to date records in order that the provision of quality support can be achieved.
6. To participate and attend meetings/training events where appropriate.
7. To provide sign language communication at College events as required.
8. To provide support for learners with additional social and welfare issues.
9. To assist learners with the use of specialist equipment and software.
10. To work closely with Lecturers of the deaf in SUDS (Support Unit for Deaf Students).
11. To provide and respond to information from Lecturers and SUDS about arrangements for and the needs of individual deaf students e.g. assignments, examinations.
12. To carry out appropriate administrative duties to support Learner Support.
13. To work flexibly to meet the needs of Learner Support.
14. To undertake other appropriate duties as agreed with the Head of Learner Support, which may arise due to absence.
15. To undertake in-house staff development and training as discussed with the Head of Learner Support.
16. To undertake such other duties as may be required by the Principal, commensurate with the grade and nature of the post.
17. In carrying out his/her duties the person must be:
 - Comply with Health and Safety Regulations
 - Be aware of the College Statement on Health and Safety
 - Take full responsibility for ensuring Health and Safety of students under their supervision and control
18. Be fully aware and comply with the College policy on Equality and Diversity .
19. To actively contribute to the College's safeguarding children and safeguarding vulnerable adults agenda.

PHYSICAL CONDITIONS

Place of Work

The post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provide services. The post holder must be able to travel cross-borough to support the individual students.

Working Hours

The postholder will be expected to work hours as requested by the Head of Learner Support and agreed by the postholder. The postholder may from time to time be required to work Saturday or a Sunday, in which case time off in lieu will be given during the normal working week.

Training

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.

SOCIAL CONDITIONS

The post holder is expected to maintain the highest level of confidentiality at all times and must never disclose, without authority, information gained in the course of their duties.

Probationary Period

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving one month's written notice. The Corporation's Disciplinary Procedure will not apply during the probationary period.

In the interests of health and safety, smoking is not permitted at Bolton College.

Appraisal

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

JOB DESCRIPTION PREPARED BY: Head of Learner Support

DATE: June 2022



PERSON SPECIFICATION

POST	COMMUNICATION SUPPORT WORKER	DEPT	LEARNER SUPPORT
GRADE	CSW	REF No	081-26

EDUCATION / TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY APPLICATION (AP) INTERVIEW (I) MICRO TEACH (MT) PRESENTATION (P)
Stage 3 British Sign Language or equivalent	E	AP
Level 3 qualification or equivalent	D	AP
Level 2 qualification in English and Mathematics	E	AP
Note taking qualification	D	AP
Level 3 English qualification	D	AP
CSW qualification	D	AP
RELEVANT EXPERIENCE		
Experience of supporting D/deaf students in educational settings	E	AP/I
Experience of maintaining records	E	AP/I
Liaison with a variety of external agencies/ organisations	D	AP/I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		
A positive attitude towards D/deaf people and knowledge of the Deaf community.	E	AP/I

Be able to adapt their signing skills in order to meet the needs of the D/deaf students.	E	AP/I
Deaf awareness.	E	AP/I
Good interpersonal skills	E	AP/I
Knowledge of the language implications of the D/deaf.	E	AP/I
SPECIAL REQUIREMENTS		
The successful post holder would be expected to have a flexible approach to their work.	E	AP/I
The post holder would be required to demonstrate an ability to act with discretion and maintain confidentiality.	E	AP/I
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.	E	AP/I
Commitment to the principles of valuing diversity and equal opportunities.	E	AP/I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.	E	AP/I