Heathlands School BSL Training Centre

wish to appoint

Tutor of British Sign Language

For September 2018 we need Tutors to deliver BSL Level 1 courses

- Tuesday – 10.00am – 1.00pm
- Tuesday – 4.30 – 6.30 (young people’s course)
- Tuesday – 6.00 – 8.00

Pay: H6 Hourly rate: minimum £ 11.24 – £12.37 per hour dependant on qualification and experience

plus:
- paid planning time in addition to course delivery time
- paid holiday entitlement
- funded professional development opportunities

Overall Purpose of the Job
The BSL Centre provides high-quality BSL training with friendly and qualified teachers. We offer a variety of training – the majority of which is Signature accredited courses from BSL Level 1 to BSL Level 6. We also offer Deaf Awareness Training, taster workshops and tailored workshops for businesses and schools.

The successful candidate will deliver Signature accredited courses at BSL Level 1. This might suit someone starting their career in teaching BSL.

For an experience tutor there may also be the option to deliver higher level courses.

The tutor may also be required to teach BSL to deaf children to boost their communication development. Courses are mostly delivered within school term time. The successful candidate should be available for some evening work.

Person Specification
- Signature BSL Level 3 minimum
- PTLLS/DTLLS/PGCE/Cert Ed or equivalent teaching qualification.
- Experience of planning and delivering BSL courses
- Knowledge of Signature BSL Qualifications and assessments

Due to the BSL Centre being part of a school, contact with children and young people may be involved, therefore an enhanced DBS check will be required.

For full details and an application form please contact Heathlands School Office or download from www.heathlands.herts.sch.uk

Heathlands School
Heathlands Drive
St Albans  AL3 5AY
Email: head@heathlands.herts.sch.uk
Tel: 01727 807807 or Fax: 01727 867228

Closing date Monday 16 July 2017 at 12 noon
Heathlands School
Job Description for Sign Language Tutor
Grade H6

1. Purpose of the post

To plan and deliver sign language training course to students attending the Heathlands BSL Centre.

2. Main Areas of Responsibility

2.1 To plan and deliver BSL training courses matched to Signature requirements

2.2 To promote the language and communication policies of the school.

2.3 To assess individual learners’ sign language skills and design, implement training programmes thus ensuring progression of learning.

2.4 To maintain appropriate written and filmed records.

2.5 To determine candidates’ readiness for Signature examination entry and actively promote learners’ achievement of formal accreditation.

2.6 To produce appropriate resources materials to support the delivery of training programmes and consider marketing opportunities for these.

2.7 To advise learners of externally available training opportunities and actively encourage take up of these.

2.8 To be flexible in delivering some training activities outside school hours.

2.9 To work within all policies and procedures of the school.

3. Organisational Structure

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Head Teacher

Deputy Head Teacher

BSL Training Centre Manager

Sign Language Tutor
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4. Supervision

The Sign Language Tutor is line managed by the Training Centre Manager. There will be regular opportunities for consultation and support with formal supervision on a termly basis.
5. **Contacts**

The Sign Language Tutor will have contacts with:
- Students attending BSL courses
- staff of Heathlands school
- exam boards
- sign language training colleagues in other institutions

6. **Knowledge, Experience and Training**

- Minimum Signature level 3 in British Sign Language
- A relevant teaching qualification e.g. PTTLS
- Meet Signature requirements for tutor registration
- Experience of teaching BSL and Deaf Awareness to adults in an education or community setting
- Good interpersonal skills; the ability to work in a team, be flexible and liaise effectively with others