

CITYLIT

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JOB TITLE:	0.6 BSL/English Interpreter
DEPARTMENT:	Access, Inclusion and Study Support
REPORTS INTO:	Senior Sign Language Interpreter
OVERVIEW OF THE JOB	
To provide an interpreting service as required for deaf staff within City Lit, and in class support for deaf students on City Lit courses.	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Undertake Sign Language Interpreting for deaf students and staff	<ul style="list-style-type: none"> To undertake BSL/English/SSE interpreting assignments as required, for City Lit staff and students. To assist with the use of the telephone by deaf staff, and to provide general office interpreting including email modification/interpreting as required. To provide Sign Language interpretation when appropriate/required at City Lit meetings, training sessions and interviews. To assist hearing and deaf staff in the teaching situation as and when required, through the provision of Sign Language interpretation. To undertake Sign Language interpreting work outside City Lit as and when required for staff at external events. To provide cover for absent colleagues – interpreters and communication support workers (CSWs) as appropriate. To do all necessary administration and provide information regarding your work as required. To liaise with members of staff in other departments within City Lit to ensure accessibility needs are met. To liaise with the Head of Centre to develop the provision of courses for deaf students within City Lit. To provide advice and information and share specialist knowledge and expertise with other support staff. To represent the interests of deaf and hard of hearing students throughout City Lit. To represent the department and City Lit within the area of your specialism. To maintain and develop interpreting skills, knowledge, experience and competence and to undergo further development training and assessment as appropriate.
Other	<ul style="list-style-type: none"> Use ILT as appropriate to facilitate learning, prepare ILT and audio-visual equipment as required. To be able to work in a face to face setting or via online platforms such as Zoom and MS Teams. Keep up to date with BSL subject knowledge and other issues relevant to the area of work. Attend relevant training / development events and meetings as required. Any other duties as appropriate to the post. Work at all times in accordance with and to further the policies and procedures of City Lit, including those regarding safeguarding, health & safety, equality & diversity

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and customer care.

KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<ul style="list-style-type: none">• (NRCPD-regulated) Registered (qualified) Interpreter (RSLI) (preferable), or (NRCPD-regulated) Trainee Interpreter (TSLI) qualification. If you are a TSLI, you should also hold a BSL level 6 qualification or equivalent.• Are able to work both independently and as part of a multi-disciplinary team, with experience of interpreting alone, as a co-worker and as part of a team.• Have an understanding and experience of promoting Health & Safety, Equality & Diversity and customer care.	<ul style="list-style-type: none">• Have experience of effectively interpreting between British Sign Language (BSL) and English in a variety of settings, to be confident in the use of SSE as an alternative to BSL.• Have knowledge of and ability to apply the NRCPD Code of Ethics for Sign Language Interpreters.• Are able to undertake administrative work, including the use of Word, Excel and Outlook.• Have excellent written and verbal communication skills in English.• Has experience of and can deal with Safeguarding issues in a professional manner.

HOURS OF WORK:	<p>21 hours per week across 3 days. Please indicate your availability as part of your application.</p> <p>Some evening and weekend work may be required on occasions, as agreed with line manager.</p> <p>Contact time includes travel between non City Lit sites at the beginning and end of each day if this significantly exceeds the normal journey time from home to Keeley Street.</p> <p>The location, hours and duties of the post may be varied according to the needs of the service; Interpreters will therefore need to be flexible and be prepared to travel mainly across London and the surrounding area, although from time to time they may be required to travel further afield.</p>
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