

## **British Sign Language (BSL) Interpreter - Student Services - Grade G**

---

### Job Description

#### **Purpose**

Provide a comprehensive BSL/English Interpreting Service for deaf students in academic and related non-academic environments.

Undertake other internal BSL/English Interpreting assignments for College and Schools visits, the Student Union and Services across the university as and when required.

Pro-actively educate staff and students on how to work with interpreters in an academic setting.

#### **Duties**

##### **Main Duties and Responsibilities**

1. Interpret between British Sign Language (BSL)/ English to support students, both face to face and remotely, in their learning environments, on placement and for extra-curricular activities where appropriate.
2. Promote the work of Student Services to University staff; in particular educating and supporting academic colleagues to ensure deaf students are fully supported in their teaching, learning and assessment.
3. Collaborate with internal and external stakeholders to de-stigmatise disability and through your role, contribute to students obtaining an inclusive and accessible experience.
4. Interpret between BSL/English to support students and visitors to university events and activities and participate in the production of video materials for marketing/learning activities.
5. Provide support for students by translating BSL into written English and written English in to BSL when appropriate.
6. Actively participate in the development and delivery of training programmes designed to support staff and students in their understanding of accessibility and inclusive practice.
7. Provide guidance, information and advice relating to interpreting and professional practice, ensuring the requirements of the quality assurance frameworks are achieved.
8. Take an active role in the recruitment, supervision and work allocation for any freelance interpreters which are utilised by the University.
9. Develop and maintain administrative systems and procedures to support the operations of the interpreting service.
10. Keep up to date with current interpreting developments for continuing personal and professional development.
11. Demonstrate flexibility and commitment to the University and Student Services mission statements, policies and development plans.

12. Staff may be required, from time to time and on an ad hoc basis, to work additional hours and/or hours outside of their normal working pattern to meet the needs of the business, including, but not limited to Open Days, Graduation ceremonies, Student Union events.
13. Such other duties as may reasonably be associated with the grade and a role of this nature. The list of duties above is not exhaustive and the post holder will be expected to work flexibly and collaboratively in support of the overall aims of the Student.

## Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Experience of interpreting between BSL and spoken English (Application/Interview)
- Experience of interpreting with people in educational contexts (Application/Interview)
- Understanding of the barriers d/Deaf people face especially in educational settings (Application/Interview)
- Qualification in an NRCPP approved course for sign language interpreters (Application)
- Knowledge and understanding of the Equality Act (2010) (Application/Interview)
- Excellent IT skills and ability to adapt easily to new applications and products (Application/Interview)
- Proven ability to work consistently under pressure, prioritise work and meet deadlines (Application/Interview)
- Ability to communicate effectively with staff, students and external agencies, in person, in writing and on the telephone. (Application/Interview)
- Excellent organisational skills and attention to detail. (Application/Interview)
- Able to work unsupervised and to exercise judgement and initiative, or as a member of a team (Application/Interview)
- Flexibility of working hours. May be required to work some evenings and weekends (Interview)
- Committed to own personal development and the development of others and willingness to engage with regular CDP activities (Application/Interview)
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview)

### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience of translating from BSL to written English and vice versa (Application/Interview)
- Experience of interpreting within higher education (Application/Interview)
- Experience of providing deaf awareness training, informal or formal (Application/Interview)
- Post Graduate Diploma in BSL/English Interpreting or Equivalent HE accredited course (Application)