



Emmbrook  
Infant School

Applicant Information Pack:  
**Communication Support Worker – Total  
Communications Base**

Applications can be made  
by completing the application form online.

To arrange a visit or return completed forms, contact:  
Ms. Alison Hughes – [admin@emmbrook-inf.wokingham.sch.uk](mailto:admin@emmbrook-inf.wokingham.sch.uk)



## Communication Support Worker – Total Communications Base

30 hours per week – Term time only plus some inset days

The Circle Trust Grade 5 £28,598 to £31, 021 (pro rata) depending on experience

Start date: ASAP

We are looking to appoint an experienced Communication Support Worker to support our deaf children. The Total Communication Base resource is a provision delivered across Emmbrook Infant and Junior schools. You will be joining a committed and enthusiastic team who have considerable experience of working with deaf children. Your role will be to provide communication and learning support to deaf pupils alongside and in consultation with other school staff. We are a total communication setting and communicate with children in their preferred method of communication.

### We offer:

- ◆ a welcoming and supportive school graded 'Outstanding' by OFSTED (2019 and 2025)
- ◆ a supportive and friendly team of staff and local advisors
- ◆ a strong ethos based on our shared values, high expectations and challenge
- ◆ the chance to be part of an excellent team
- ◆ a commitment to your professional development

### As Communication Support Worker – Total Communications Base you will:

- ◆ will have a flexible approach to meeting the individual needs of each child
- ◆ will have a genuine enthusiasm and commitment for working with deaf children of all abilities
- ◆ will support the excellent provision currently delivered across both schools
- ◆ is highly motivated and would like to be part of our small, hardworking school family
- ◆ has excellent communication and organisational skills
- ◆ has British Sign Language Level 3 – Signature qualification
- ◆ is committed to team-work and maintaining high standards
- ◆ has high expectations for pupils' achievement, progress and behaviour
- ◆ will provide communication and learning support for wider school activities e.g. school trips, assemblies, productions, parents' evenings, meetings etc.

If you have a passion for supporting children's learning, have an enthusiastic, caring attitude and the ability to be flexible and work as part of a supportive team, we would love to hear from you.

(We use the terms deaf/hearing loss to refer to any child with a hearing loss, irrespective of cause or degree.)



## Our school

Emmbrook Infant school is for children aged between 4 and 7 years old. The children are admitted to our foundation class at the start of Autumn term during the academic year in which they turn five years of age.

Emmbrook Infant School is an academy and part of The Circle Trust. We work closely with all the school in the trust for the benefit of all children.

We share a pleasant site with Emmbrook Junior School, and Redwood Early Years is situated in the Emmbrook Infant School building. The Emmbrook Secondary school is on the opposite side of the road. There are breakfast and after-school clubs situated within the school grounds, run by Funtastic Kids, which offer out of hours provision for our children before and after school.

Children are taught in classes of no more than 30, and we have 2 parallel classes in each year group. The Infant school teaches children in their foundation year, year 1 and year 2. Children transfer to Junior school at the age of 7 and to Secondary school at age 11.

Behaviour is outstanding, as reported in our last Ofsted report. If there are any behavioural difficulties they are dealt with by the Head Teacher and, where appropriate parents are contacted to discuss any problems.



*The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.*



## Our mission statement

We deliver an outstanding educational environment which encourages happy, safe and inspired learning. Our children develop academic, social and personal skills, setting them up for life-long learning and independence.

### Our vision is that we will:

- ◆ Continue to deliver outstanding education, so that all children achieve
- ◆ Share our best practice with other schools, and bring innovative ideas back
- ◆ Be the school of choice in our community

We want every child's time at Emmbrook Infant School to be the best experience they have in their educational life. A time when they learn to love learning and are well prepared for the next stage in their education.

Emmbrook Infant School will be a place where the adults take responsibility for making what they do better, all the time.





## Job description

### Salary

£28,598 to £31, 021 (pro rata) depending on experience

### Contract

Fixed Term

### Reporting to

Teacher of the Deaf

### Start Date

ASAP

## Duties and Responsibilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

Provide specialist support and facilitate learning for pupils who are D/deaf.

Facilitate access to the language of the curriculum using the child's preferred mode of communication.

Communication support may include:

Access to lip reading/, modifying and clarifying language within the classroom

Using voice clearly for hearing aid, cochlear implant and BAHA users as well as sign language

Interpreting/using BSL as required

Support the development of pupils' communication skills; giving good language models; using clear voice and good spoken and written English language as appropriate.

Facilitate communication between the pupil, their peer group and mainstream staff including interpreting between spoken English and BSL.

Support pupils to achieve the objectives on their Education, Health and Care Plans and assist with the development and delivery of individual support plans under the guidance of the classroom teacher, teacher of the deaf and SENCo.

Enable pupils to become independent learners within their own ability. Be creative in implementing lesson plans and adapting learning materials where necessary, to match the learners' needs and interests, under the guidance of the teacher.

Provide feedback to teachers and other professionals on pupils' progress noting areas of success and barriers to learning. Attend and contribute to interim and Annual review and other meetings with parents ,carers and other agencies as directed by teachers.

Monitor the learning environment, continually adapting support to meet changes throughout the school day, advising teaching staff and enabling efficient delivery.



Monitor the pupil's assistive technology (Hearing aids, Cochlear implants, BAHAs, radio aids and soundfield system) and report/trouble shoot any problems.

Meet the physical, emotional, behavioural and any other needs of the individual pupil, showing appropriate levels of sensitivity and confidentiality. Ensure compliance with school policies i.e./ equal opportunity, inclusion, behaviour and safe guarding etc.

Support the pastoral care of the pupil, recognising the need to help build self-esteem, confidence, social inclusion and independence.

Build relationships with parents and facilitate communication between home and school as directed by the teacher.

Attend school staff meetings, INSET as required and assist pupils outside of normal lesson times including break and lunch duties, trips, visits and extra-curricular activities as needed.

Interpret for wider school activities e.g. assemblies, productions, parents' evenings & meetings as needed.

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role with the support of the school.

## How to Apply

To apply for this position, please complete the application form online and email it to [admin@emmbrook-inf.wokingham.sch.uk](mailto:admin@emmbrook-inf.wokingham.sch.uk)



## Person specification

Criteria	
<b>Qualifications and experience</b>	
1.	BSL Level 3 (Signature accredited)
2.	Good standard of general education e.g. GCSE English, Mathematics and Science

Criteria	
<b>Skills/Abilities</b>	
3.	Sensitivity and understanding
4.	Patience and the ability to remain calm in stressful situations
5.	Enjoys working with people
6.	The ability to accept criticism and work well under pressure
7.	Flexible and open to change
8.	Knowledge of a range of learning support needs
9.	Knowledge of teaching and the ability to design courses
10.	Knowledge of psychology
11.	To be able to carry out basic tasks on a computer or hand-held device
12.	Knowledge of the national school curriculum
13.	Problem solving
14.	An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary
15.	Knowledge of the standard of work expected from pupils
16.	Understanding of open-ended questioning and investigative work
17.	Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale
18.	Excellent communication skills and interpersonal skills
19.	Ability to work within a team working environment and also able to work independently
20.	Confidentiality at all times



<b>Criteria</b>	
<b>Experience</b>	
21.	Experience with children with are deaf
22.	Experience working with children aged 4 – 11

<b>Criteria</b>	
<b>Personal Qualities</b>	
23.	Calm under pressure and adaptable to changing situations
24.	A good listener and sensitive to pupils needs
25.	A caring, energetic and positive attitude
26.	A sense of responsibility
27.	Positive behaviour management
28.	A team player
29.	A good sense of humour
30.	Flexibility and use of initiative is very important

<b>Criteria</b>	
<b>Special Factors</b>	
31.	Flexibility to accommodate all day educational trips
32.	Responsibility for first aid when required
33.	Attend inset days and training when applicable
34.	Commitment to personal professional development



# About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounding area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

 [An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.





Our values are our cultural north star  
they drive our behaviour and decision making.



The highest educational outcomes  
for every learner is paramount



Preserving the unique identity and  
ethos of all partner schools is  
essential



To be anything but utterly  
inclusive is non-negotiable



Being self-reflective is essential in  
encouraging innovation, our Trust is  
always driven to improve further



What we say is what we do, we  
recognise talent, foster expertise,  
believe well-being for all is  
fundamental



Our Trust promotes collaborating  
with others and being outward  
looking

# Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owlsmoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



## Our name

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach and ethos. It is a name that is deliberately neutral, without association to a specific school. One of our core values is inclusivity, and we wanted our name to encapsulate that. We include any type of school or phase and appreciate the importance of treating every school as unique.

## Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



## To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

**We'd love to have a cuppa with you!**



Photo taken by Stewart Turkington Photography

## About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

**We love our town, and we look forward to welcoming you.**





## The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

### Visits to the School

Visits to the school are warmly welcomed, please contact the School Office to arrange a visit.

### Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

### References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

### Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this [equal opportunities monitoring form](#) is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

### Application closing date

The closing date for applications is End of 29th September 2025. Applications can be made via the [application form](#) on our school website.

Please send your application to Ms. Alison Hughes – [admin@emmbrook-inf.wokingham.sch.uk](mailto:admin@emmbrook-inf.wokingham.sch.uk)

Applications will be acknowledged by email on the next school day.

### Shortlisting

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.



#### Checks

If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

#### Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

### How we use your data

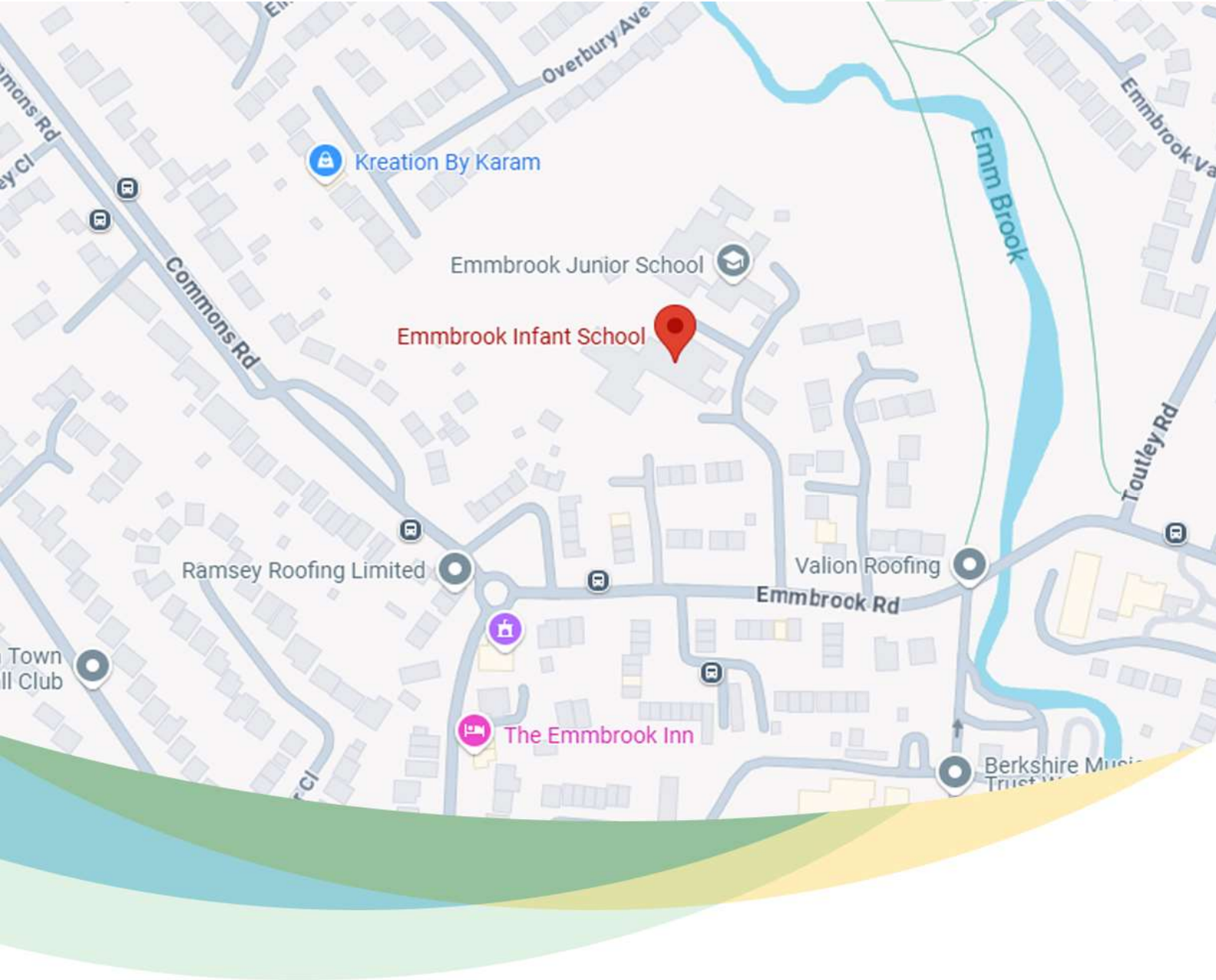
In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact the school office.



**Emmbrook Infant School,**  
Emmbrook Road,  
Wokingham,  
Berkshire,  
RG41 1JR

**tel:** 0118 978 4259

**web:** [www.emmbrookinfantschool.co.uk](http://www.emmbrookinfantschool.co.uk)



Emmbrook Infant School is an academy and part of The Circle Trust. The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk).