

Archbishop Sumner CE Primary School

JOB DESCRIPTION

Job Title: Specialist Hearing Support Teaching Assistant - Level 2

Responsible to: Class Teacher - Teacher of the Deaf

Grade: Scale 4 7-10

Main Purpose

To work under the instruction/guidance of teaching staff to undertake support programmes, to enable access to learning for pupils with hearing impairment and to assist the teacher in the management of pupils and the classroom.

Work may be carried out in the classroom or outside the main teaching area.

Teaching Assistant - Level 2

Person Specification

Experience	Working with or caring for hearing-impaired children of relevant age
Qualifications	<ul style="list-style-type: none">• Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this• Completion of DfES Teacher Assistant Induction Programme• NVQ 2 for Teaching Assistants or equivalent qualifications or experience in supporting hearing impaired pupils• Training in the relevant learning strategies e.g. literacy• First aid training or willing to train if required
Knowledge and Skills	<ul style="list-style-type: none">• British Sign Language Skills - essential• Understanding of hearing-impairment and the ability to support learning with Sign Supported English and other modes of communication - essential• Effective use of ICT to support learning• Use of other equipment technology - video, photocopier• Use and management of basic audiology equipment - essential• Understanding of relevant policies/codes of practice and awareness of relevant legislation• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies• Basic understanding of child development and learning• Ability to self-evaluate learning needs and actively seek learning opportunities• Ability to relate well to children and adults• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Teaching Assistant - Level 2

Main Responsibilities and Duties

Support for Pupils

- Supervise and provide particular support for hearing-impaired pupils, including those with additional special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. Support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting and differentiating activities according to pupil responses and need
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding

back to the teacher

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings both during and after the school day as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations

To undertake such other duties that may be required to meet the needs of the service