



DUNRAVEN EDUCATIONAL TRUST

TEACHING ASSISTANT for Deaf Learners

JOB DESCRIPTION

Responsible to: Head of Resource Base for Deaf Learners
Pay scale: NJC Scale 4 (7-10)
Work pattern: Full Time, Term Time Only
Location of post: The Elmgreen School

OVERALL RESPONSIBILITY

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to provide both communication support and access to the curriculum in mainstream classes and associated activities throughout the school day for sign bilingual students. This includes those teaching and learning activities requiring detailed and specialist knowledge in Deafness/hearing impairment, additional SEN and British Sign Language. It will also involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

Main Responsibilities and Duties

Support for Students

- Use specialist (curricular/learning) skills/training/experience to support sign bilingual students in both communication and learning
- Provide communication support throughout the school day to enable full access to the content of curriculum, pastoral times and enrichment activities eg. lessons, assemblies, collapsed timetable activities, workshops, educational visits
- Provide communication support in ways which facilitate the sign bilingual student's language development in both languages
- Clarify, modify, simplify or re-cast learning materials appropriate to the needs of the sign bilingual learner
- Ensure media texts are made accessible for Deaf learners through BSL interpretation, subtitling, script/summary or captioning
- Support curriculum learning by reinforcing subject specific vocabulary as it arises in the curriculum, and providing written notes of lesson content
- Assist in the production of teaching materials matched to the individual student's needs

- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom (both mainstream and Hearing Support Department) and be instrumental in promoting positive views of Deafness around the school
- Assist with the provision and delivery of information regarding Deaf Awareness and communication issues
- Support students consistently while recognising and responding to their individual needs
- Encourage all students, both Deaf/HI and hearing, to interact and work co-operatively with each other and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance

Support for Teachers

- Work with the teacher to establish an appropriate learning environment, including preparation prior to the start of the lesson
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate students' responses to learning activities through observation and planned recording of progress against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of students' work and accurately record achievement/progress
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/ responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Liaise with other agencies e.g. Speech and Language Therapy, Physiotherapy, Occupational therapy as agreed with the teacher within your role
- Administer and assess routines tests and invigilate exams/tests
- Provide general clerical /administrative support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Implement local and national learning strategies e.g. literacy across the curriculum, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop students' competence and independence in its use

- Help students to access learning activities through specialist support, BSL and/or English, in ways appropriate to sign bilingual Deaf students

Support for the Hearing Support Department

- Liaise with the Teacher of the Deaf regarding students' personal hearing instruments
- Keep up to date with developments in audiology
- Oversee students taking radio aid equipment to mainstream lessons
- Take part in sign language training sessions offered and keep up to date with curriculum signs
- Promote Deaf Awareness around the School as the opportunity arises
- Welcome Deaf and other visitors to the HSD and participate in activities with them

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 students have equal access to opportunities to learn develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in relevant meetings both during and after the school day as required
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of students out of school hours learning activities
- Supervise students on visits, trips and out of school activities as required

General

- To unequivocally support and promote the values and ethos of The Elmgreen School
- To be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority
- To take responsibility, appropriate to the post for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority
- To undertake training as required to meet the needs of the post
- To take part in performance review meetings
- To work in accordance with the Schools Health and Safety Policies and Procedure

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

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

You should seek to demonstrate how you meet the selection criteria in the information you provide on your application form and in your supporting statement.

Qualifications & Knowledge

Essential

- Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this
- GCSE maths and English or enrolled on a course working towards this
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies e.g. literacy and numeracy
- Experience of working with young people in a diverse environment
- Awareness of current issues and trends in secondary education
- Awareness of Special Educational Needs

Desirable

- A degree or equivalent level
- BSL

Skills and Experience

Essential

- Experience of working with students that are Deaf or Hearing Impaired
- Excellent communication skills
- Excellent interpersonal skills including the ability to handle situations with tact and sensitivity involving staff and students
- Excellent behaviour management skills
- Ability to manage and prioritise workload
- Effective use of ICT to support learning
- Understanding of relevant policies/codes of practice and awareness of relevant legislation

- General understanding of national curriculum
- Basic understanding of child development and learning
- Ability to scaffold work, in particular in English and Math

General

- Demonstrate a commitment to diversity
- Display a commitment and an ability to contribute to the protection and safeguarding of children and young people
- Work as part of a team
- Demonstrate personal integrity
- Work to support the aims and ethos of the school
- Flexibility in the approach to work and the demands of the post
- Willingness to undertake professional development.

Compiled by: MBL	Created 12/09/2014
Approved by: DPO	Revision Number: 6
	Revision Date: 24/05/2021