

## **Job Description**

**Job title:** Teaching Assistant Hearing Specialist Base

**Reports to:** Teacher of the Deaf

**Pay Scale:** Grade 3, point 4

### **Overall Job purpose:**

The Specialist Teaching Assistant will work in partnership with the Teacher of the Deaf and classroom teachers to ensure deaf pupils can access the curriculum and participate fully in school life. This includes adapting learning materials where needed, supporting communication and language development in spoken English and British Sign Language (BSL) or Signed Supported English (SSE) according to each child's needs, and delivering timely interventions to address gaps in learning. The role also focuses on fostering pupils' independence, promoting achievement, and creating an inclusive environment that enables every child to thrive academically and socially.

### **Principal Duties and Responsibilities:**

- Work in partnership with the class teacher in adapting learning opportunities to allow children to make progress
- Provide support as agreed and directed by the Teacher for the Deaf
- Manage hearing technology effectively and support deaf friendly practice within the classroom
- Provide pre-tutoring support as and when necessary to familiarise children with the curriculum coverage and daily activities
- Use the agreed resources to draw out the key aspects of the learning in the classroom
- Support children in understanding and following instructions
- Use praise to encourage and motivate children
- Support children in understanding follow up tasks set by the teacher
- Take lesson notes if required to support children's understanding of what is being said and the child's own record of the lessons
- Support the class teacher in evaluating children's learning outcomes
- Implementing an individualised learning programme for children with priority learning targets to include development in Literacy, Numeracy and, Social & Emotional development
- Provide professional feedback to the Hearing Impaired Unit on children's progress, taking into account the assessment models used by the school to record children's progress

- Supporting the Teacher for the Deaf in observations and carrying out assessments e.g., observe pupils' progress and attainment and record findings towards targets..

**General Duties:**

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Head of School.
- To undertake annual mandatory and statutory training as directed by the Trust or School.

**Developing self and working with others:**

- Promote and maintain a culture of high expectations for self and others

**Scope:**

The post-holder will be based at Rushmere Hall Primary school and may be expected to work across the Trust, travelling from time to time to other Trust sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

**Safeguarding:**

Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How tested</b>
Qualifications	<ul style="list-style-type: none"> <li>● Minimum of Level 2 qualification in English and Mathematics</li> <li>● Recognised competency in literacy and/or numeric skills</li> <li>● BSL (British Sign Language) Level 1</li> <li>● Experience and qualifications working with children with additional needs</li> </ul>	<ul style="list-style-type: none"> <li>● BSL (British Sign Language) stage 2</li> </ul>	<ul style="list-style-type: none"> <li>● application form, interview, test exercise etc.</li> </ul>

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>● Experience working with children and young people</li> <li>● Able to build and maintain excellent relationships</li> <li>● Excellent verbal and written communication skills</li> <li>● Able to work as part of the wider team and work on own initiative</li> <li>● Able to work under pressure, plan ahead and prioritise workload</li> <li>● Excellent keyboard skills with meticulous attention to detail</li> <li>● Accurate and efficient record keeping and filing</li> <li>● Excellent communication skills at all levels, both in school and within the wider school community</li> <li>● Professional at all times, demonstrating and modelling school values</li> </ul>		<ul style="list-style-type: none"> <li>● application form, interview, test exercise etc.</li> </ul>
<p><b>Knowledge and Skills</b></p>	<ul style="list-style-type: none"> <li>● Ability to read and understand instructions</li> </ul>	<ul style="list-style-type: none"> <li>● Providing information to other members of staff in</li> </ul>	<ul style="list-style-type: none"> <li>● application form, interview, test exercise etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to maintain a high level of confidentiality</li> <li>• Ability to help pupils to use tools and equipment as required, to support learning</li> <li>• Ability to recognise and resolve or report problems</li> <li>• Ability to adapt support given to pupils depending on age and/or ability</li> <li>• Able to assist teacher in creating a positive learning environment</li> <li>• Sensitivity to pupils' needs</li> <li>• Ability to advise/guide pupils on the best way to handle situations, under the teacher's direction</li> <li>• Ability to encourage pupils to participate in/complete tasks</li> <li>• Ability to communicate clearly</li> <li>• Ability to encourage participation and give feedback to pupils</li> </ul>	<p>relation to pupils' general progress</p> <ul style="list-style-type: none"> <li>• Ability to work with outside agencies and follow programmes given</li> </ul>	
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<p>Personal attributes</p>	<ul style="list-style-type: none"><li>● Punctual, dependable and trustworthy</li><li>● Is proactive and actively seeks solutions</li><li>● Discreet, tactful and able to maintain confidentiality</li><li>● Patient, courteous and positive</li></ul>		<ul style="list-style-type: none"><li>● application form, interview, test exercise etc.</li></ul>
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