

JOB DESCRIPTION FOR TEACHING ASSISTANT (HSC)

JOB TITLE: TEACHING ASSISTANT (HSC)

POST HOLDER:

RESPONSIBLE TO: HEAD TEACHER

PURPOSE OF JOB: To assist in the support and inclusion of pupils within the school

TERM OF CONTRACT: Fixed Term to 31 August 2026

Grade: D

START DATE:

JOB PURPOSE

Work with Hearing Inclusion Team, SENCo and class teachers to support the learning, educational progress and inclusion of pupils with a hearing impairment, with the aim of narrowing any attainment gap they have with their hearing peers on entry to school.

Give assistance to pupils or students with a hearing impairment so that they can access the curriculum, using the appropriate method of communication, participate in learning, experience a sense of achievement and develop independence in learning and other aspects of school life.

DUTIES OF POST

Supporting with the planning, delivery and evaluation of lessons

1. Ensuring all audiological equipment is functioning properly, including hearing aids, cochlear implants, radio aids and other assistive listening devices.
2. To use the communication method appropriate to each child, in consultation with the teacher of the deaf.
3. Working with colleagues to ensure the classroom and its layout provides a good listening and visual environment. Ensuring there are visual signs around the school will be appropriate for children whose only communication method is BSL.
4. Assist in the educational, emotional and social development of hearing impaired children under the direction of Specialist Staff, SENCo and classteacher.

5. Assist hearing impaired children to develop their receptive and expressive language and communication skills.
6. Obtaining and creating resources and teaching materials, i.e. providing visual clues to help the hearing impaired children access the key ideas of a lesson and achieve the objectives set for him or her.
7. Create and maintain wall displays in the HSC.
8. Taking lesson notes, to clarify new vocabulary as deaf pupils experience difficulty in lip reading what the teacher says and take notes at the same time.
9. Assist hearing impaired children to access learning across the curriculum through in-class support and targeted withdrawal as agreed with the SENCo and Classteacher.
10. Pre-tutoring support is essential, thus familiarity with lesson plans prior to lessons is important, to ensure pupils have the necessary knowledge and familiarity with vocabulary and concepts in lessons. This may also involve post tutoring to check understanding and reinforce key learning points.
11. To be able to work as a team, working with the teacher of the deaf, speech and language therapist, cochlear implant team, audiology, and class teachers.
12. To use praise and encouragement to motivate hearing impaired children and to help them stay on task. To build positive behaviour, confidence and self - esteem.
13. Support the SENCo in evaluating the hearing impaired childrens' learning and access to the curriculum, to support planning, reports and reviews.
14. To deliver speech and language therapy programmes under the guidance of the speech and language therapist and teacher of the deaf.
15. Encourage hearing impaired children to evaluate their own progress and to take an active part in reviews of their progress, when appropriate.
16. To do outreach work as directed by the Head of Torbay Hearing Impairment Service and Headteacher.

Knowledge, Skills and Experience Required

1. To be familiar with the use of the textbox and audiology devices e.g. hearing aids, cochlear implants, radio aids and soundfield systems.
2. To be able to carry out listening checks every morning to ensure the hearing impaired child is ready for class. To be able to fault find, carry out basic maintenance and repairs as necessary.
3. To know when to provide support in class and when to let the child complete the work independently. When the hearing impaired child is working independently, provide support to other children as directed by the classteacher. However, do monitor progress of the independent work and intervene if appropriate.

4. Trained in the latest technology and attend training opportunities to effectively support hearing impaired children and to ensure knowledge and skills are kept up to date.
5. To be able to communicate using British Sign Language/Signed Supported English/Signed English and Cued Speech as appropriate. BSL Level 2 and above is preferred. To be able to use the appropriate communication for each hearing impaired child. To be prepared to keep signing skills up to date by attending further training from time to time.

Continuing Professional Development

Participate in training and other learning activities to develop the competencies to effectively support deaf pupils and to ensure knowledge and skills are kept up to date.

Main School Duties

1. To support hearing impaired children in a small group alongside their hearing peers.
2. To participate in other activities as directed by the headteacher, senior management and class teacher.
3. Support the aims and ethos of the school.
4. Attend any training and meetings as appropriate.
5. Set a good example in terms of dress, punctuality and attendance.
6. Be proactive in matters relating to health and safety
7. To respect confidentiality.
8. Supervising role to cover PPA time where possible

Commitment to Safeguarding Children

- Everyone who works at St. Margaret's Academy has a responsibility for promoting safeguarding and ensuring the welfare of children.
- To ensure awareness of school policy and procedures for Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses.
- To report all causes for concern to the Designated Safeguarding Lead or Headteacher.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out risk assessments in consultation with the teaching staff prior to activities.

- To promote learning opportunities that raise pupil awareness of how to keep safe.

IMPORTANT

- Children should be treated fairly and with respect at all times.
- It is important that you do not accept behaviour which is disrespectful to you.
- Effective behaviour management is achieved by being proactive and handling situations in a calm manner.
- Be aware of any safeguarding and make referrals to the Designated Safeguarding Lead as appropriate .

The details within this job description reflect the content of the job at the time it was created. At some point in the future, some duties may no longer be required and other duties may be gained without changing the general nature of the post or level of responsibility entailed. The Headteacher may revise the job description from time to time and consult with the post holder at the appropriate time.

Signed **Headteacher**

Signed **Employee**

Date