

Eggbuckland Community College Academy Trust

Job Description

Job Title:	Hearing Support Centre Teaching Assistant
Grading:	Grade C, Points 14 -18
Hours:	26.67 hrs per week, 38 weeks per annum
Contract Type:	Temporary
Responsible to:	Hearing Support Centre Co-ordinator

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description will be reviewed at least every two years and may be altered following consultation with the post holder, in line with the changing needs of the Trust. In all its activities the Trust follows a policy of continuous improvement.

Main purpose of the job:

Under the instruction/guidance of Hearing Support Centre Co-ordinator, provide specialist support to deaf students, which may include using British Sign Language to communicate when necessary, preparation, and maintenance of resources and support to staff and students.

Duties and Responsibilities to include:

Support for Students

1. Support students in accessing learning activities under the guidance of the Hearing Support Centre Co-ordinator.
2. Facilitate communication and access using a range of communication modes and strategies.
3. Aid students in managing and using assistive listening equipment.
4. Support students' emotional and social development.
5. Provide feedback to students in relation to progress and achievement.

Support for the Teacher

6. Create and maintain a purposeful, orderly and productive working environment.
7. Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
8. Maintain records as requested.
9. Implement structured learning activities/teaching programmes/Individual Education Plans.
10. Ensure the health and safety and good behaviour of students at all times
11. Support subject teachers in evaluating deaf pupils' learning through constructive feedback and evaluation.
12. Administer routine tests and invigilate exams where appropriate and undertake routine marking of students' work.

13. Provide clerical/admin support eg: typing, word processing, photocopying, display, printing etc.

Support for the Curriculum

14. Monitor and manage stock and supplies, cataloguing as required.
15. Demonstrate and assist others in safe and effective use of specialist equipment/materials.
16. Keeping display areas up to date.
17. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
18. Be aware of and support difference to ensure all students have equal access to opportunities to learn and develop.
19. Contribute to the overall ethos/work/aims of the College.
20. Appreciate and support the role of other professionals.
21. Attend and participate in relevant meetings as required.
22. Participate in training and other learning activities and performance management as required.
23. Assist with the supervision of students out of lesson times as required eg: clubs, extra-curricular activities.

General Duties

- 19 Liaise effectively with parents, maintaining home/school links.
- 20 As and when, required to undertake duties in connection with personal hygiene and welfare of students as directed by teaching staff and where necessary escort students home.
- 21 Be an effective role model for the standards of behaviour expected of students.
- 22 Be responsible for promoting and safeguarding the welfare of young people s/he is responsible for, or comes into contact with.