

JOB DESCRIPTION

Job Title	SPECIALIST TEACHING ASSISTANT FOR HEARING IMPAIRED PUPIL (HI) - LEVEL 2
Grade	5
Primary Purpose of the Job	To work with and supervise an individual student and/or groups of students under the direction/instruction of teaching &/or senior staff To take account of inclusive practice and specific individual learning needs, enabling access to learning for all students To support in classroom management and behaviour techniques
Responsible to	Headteacher
Responsible for	n/a
Principal Responsibilities	Provide support for the students, teachers, curriculum and the school

MAIN DUTIES

1. **Support for the Student**
 - a Establish excellent working relationships with students, acting as a role model
 - b Be aware of and respond appropriately to individual student needs ensuring effective interaction
 - c Provide specific support to students dependent upon their individual needs, ensuring their safety whilst supporting access to learning activities
 - d Promote inclusion and acceptance of all students
 - e Encourage students to interact with others and engage in activities led by the teacher
 - f Holder of Level 1 or above (preferably Level 2) in British Sign Language or a commitment to work towards BSL3
 - g Provide feedback to students in relation to progress and achievement under the guidance and direction of the teacher

2. **Support for the teacher**
 - a Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money etc)
 - b Assist with the display of student work
 - c Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
 - d In liaison with the teacher, utilise strategies to support students in achieving learning goals
 - e Report student achievements, progress and issues as appropriate in agreed format
 - f Undertake student record keeping as requested
 - g Administer routine tests and invigilate exams
 - h Promote excellent student behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established Rumworth School policies and practices

- i Establish and maintain constructive relationships with parents and carers

3 Support for the curriculum

- a Undertake structured and agreed learning activities/learning programmes, taking in to account the consideration of student learning styles
- b Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- c Support the use of ICT in learning activities and develop students' competence and independence in its use
- d Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

4 Support for the school

- a Be aware of and comply with Rumworth School policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate named person (as named in the policy concerned)
- b Be aware of and support difference, and ensure all students have equal access to opportunities to learn and develop
- c Contribute to the school ethos, aims and development/improvement/evolution plans
- d Appreciate and support the role of other professionals
- e Attend relevant meetings as required
- f Participate in training and other learning activities as required
- g Assist with the supervision of students out of directed lesson time, including before and after school if appropriate and within working hours
- h Accompany teaching staff and students on visits, trips and out of school activities as required

Developing self and others

- a To make every effort to access development opportunities
- b To actively participate in your own performance management, identifying your development needs through your personal development plan
- c To contribute to whole-school development by sharing your learning with others

Valuing Diversity

- a To accept that everyone has a right to their distinct identity
- b To treat everyone with dignity and respect, and to ensure that feedback is valued by reporting it back into the school.
- c To promote and participate in Rumworth School's inclusive practices

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Date Job Description prepared/updated

25th June 2014

(updated 27th June 2022 by Sarah Roberts)

Job Description prepared by

Gary Johnson