

# **WANDSWORTH HEARING SUPPORT SERVICE**

## **Job Description**



### **STATUS**

**Job Title:** Teaching Assistant  
**Line Managed by:** Teacher in Charge of Hearing Support Centre (HSC)  
**Grade:** Scale 3 point 5 - 6

### **CONTEXT**

The Hearing Support Centres (HSCs) are part of the Wandsworth Hearing Support Service. The Centre staff teaches and supports deaf children and young people from 3 -19 yrs.

### **Support for pupils**

- Carry out basic listening checks on hearing aids, cochlear implants and assistive listening devices systems, as directed by the specialist teaching staff and ensure that audiological equipment is used appropriately in the classroom.
- Contribute to the maintenance of an atmosphere in which pupils gain self-confidence, enjoyment and motivation to learn and follow support guidelines.
- Support the learning and development of deaf pupils in the Hearing Support Centres.
- Work with centre and mainstream staff to promote pupil's social and educational welfare.
- Support HSC students to access learning across the curriculum through in-class support and targeted withdrawal, as advised by the Teacher in Charge of the HSCs.
- Support assessment of student work in preparation for the next stage of learning.
- The ability to motivate pupils and promote self-esteem and independent learning skills are key aspects of this role.

### **Support for the Teacher of the Deaf**

- Work alongside teachers of the deaf to prepare and organise resources for the daily delivery of schemes of work.
- Plan with teachers of the deaf daily / weekly programmes of lessons, activities and events in order to support student learning.
- Support the teacher of the deaf in monitoring student progress and achievement.

- Support the teacher of the deaf in tracking student activities throughout the school day and in after school activities, as well as student homework.

### **Support for the curriculum – Resources**

- Prepare resources to enhance pupil's understanding of the curriculum.
- Maintain displays of student work in the HSCs.

### **Support for school - Liaison**

- Contribute evidence to show the progress pupils are making in school.

### **Other Responsibilities**

- 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 equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Any other duties that are commensurate with the post and grade as directed by the Teacher in Charge/Head of Service.

#### *Safeguarding*

Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation

Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role

Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

#### *Leadership*

To work under overall supervision of Teacher in Charge

#### *CPD*

To maintain own professional development and keep up to date with current, local and national trends through attendance at appropriate INSET and

Participate in training and other learning activities and performance development as required

<i>Service and Self Review</i>	Participate in the Service's Self Review of performance.
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and children and young people at all times. Undertake any other such duties as the Teacher-in-Charge or Head of Service may reasonably direct from time to time.
<i>Supporting other colleagues</i>	Carry out administrative tasks as required for example, photocopying, distributing letters, entering data.
<b>GENERAL DETAILS</b>	
<b>REVIEW</b> This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.	