



Coventry City Council

## Job Description

<b>Post:</b>	Teaching Assistant - Hearing Impaired Children (Communication Support Worker)	<b>Job Number:</b>	
<b>Service:</b>	Sensory Team, SEND Support Service	<b>Post Number:</b>	025067
<b>Location:</b>	Sensory Team, Cannon Park Annexe, Bransford Avenue	<b>Grade:</b>	4



### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

A dynamic and knowledgeable Teaching Assistant to:

- prepare for and facilitate the fullest possible inclusion of deaf children within their educational peer group.
- support children in a range of settings including family homes, schools, hospital, pre-school settings and Resource Bases.

### Main Duties and Responsibilities:

Under the advice of a qualified Teacher of the Deaf (TOD):

- to work as part of a team in support of deaf children
- to plan and provide individual support to identified children.

### 1. To assist in the management of children in school settings, preschool settings, hospital and at home by:

- explaining and discussing curriculum content in order to ensure understanding of tasks and information
- Using auditory aural methods, Sign Supported English and Total Communication to enable access to the curriculum and communication of peers and family.
- Liaising with mainstream staff in order to ensure effective support and curriculum management.
- planning and providing direct tutorial support in settings and withdrawal basis.
- preparing/adapting materials designed to meet individual needs
- Ensuring the effective use, care and safety of specialist audiological equipment.

- To support individual children in the development of their independent learning, social and communication skills

## **2. General duties:**

- to assist in the recording and monitoring of the children's progress
- to provide written contributions for review and assessment procedures.
- duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)
- to attend appropriate meetings as required in negotiation with the Head of Service
- to undertake professional development activities relating to the post
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:**

**Date Reviewed:**

**Updated:** May 2021



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## Person Specification

<b>Post:</b>	Teaching Assistant (Communication Support Worker)-Hearing Impaired Child	<b>Job Number:</b>	
<b>Service:</b>	Sensory Team, SEND Support Service	<b>Post Number:</b>	025067
<b>Location:</b>	Sensory Team, Cannon Park Annexe, Bransford Avenue	<b>Grade:</b>	4

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>An understanding of the current educational organisation and practices within schools</li> </ul>
	<ul style="list-style-type: none"> <li>To understand the principles of child development and learning processes in particular communication and language acquisition.</li> </ul>
	<ul style="list-style-type: none"> <li>An understanding of the impact of a hearing impairment upon children</li> </ul>
	<ul style="list-style-type: none"> <li>An understanding of the principles underlying the mainstream integration of children with special educational needs</li> </ul>
	<ul style="list-style-type: none"> <li>A good understanding of the communication needs of children with a hearing impairment</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Energy and enthusiasm in working with hearing impaired children</li> </ul>
	<ul style="list-style-type: none"> <li>Flexibility in responding to the changing needs of hearing impaired children</li> </ul>
	<ul style="list-style-type: none"> <li>Practical abilities in the management and adaptation of materials</li> </ul>
	<ul style="list-style-type: none"> <li>To be an excellent communicator with both deaf and hearing people</li> </ul>
	<ul style="list-style-type: none"> <li>To be able to support curriculum developments effectively.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to work constructively as part of a team</li> </ul>
	<ul style="list-style-type: none"> <li>To have the ability to manage pupil behaviour effectively.</li> </ul>
	<ul style="list-style-type: none"> <li>To be able to maintain confidentiality.</li> </ul>
	<ul style="list-style-type: none"> <li>To use IT effectively to support learning, undertake training and record keeping.</li> </ul>
	<ul style="list-style-type: none"> <li>To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively</li> </ul>
<b>Attitudes and Values</b>	<ul style="list-style-type: none"> <li>High expectations of personal performance and of pupils' success</li> </ul>
	<ul style="list-style-type: none"> <li>Commitment to build upon your own learning through our structures</li> </ul>
	<ul style="list-style-type: none"> <li>A belief in meeting the needs of the whole child</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>Relevant, extensive experience of working in a school supporting children with special educational needs and/or hearing impairment</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>



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<b>Educational:</b>	<ul style="list-style-type: none"> <li>British Sign Language Level 1 and 2 (or equivalent) or a willingness to learn, training will be provided</li> </ul>
	<ul style="list-style-type: none"> <li>Excellent Literacy and Numeracy skills equivalent to</li> </ul>
	<ul style="list-style-type: none"> <li>GCSE English and Maths GCSE Grade C or above</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of satisfactory Enhanced Disclosure from the Disclosure and Barring Service.</li> </ul>

**Date Reviewed:**

**Updated:** May 2021