

Job Description and Person Specification



Job Description

Job Title	Teaching Assistant of Children with a Hearing Impairment
Grade	Grade 4 32.5 hours
Service	Sensory Team
Reports to	Lead for Hearing Impairment
Location	Cannon Park Annexe , Bransford Avenue and settings around Coventry
Job Evaluation Code	Post Number 025067 Ref R567664024



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role

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 & Key Accountabilities

Core Knowledge

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.
- to attend appropriate meetings as required in negotiation with the Sensory Team Lead
- to undertake professional development activities relating to the post

Any other duties and responsibilities within the range of the salary grade

Key relationships

External- School staff Families	Internal Members of the Sensory Team
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Person specification

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Knowledge	
A good understanding of the impact of a hearing impairment upon children (training will be provided)	
Understand the principles of child development and learning processes in particular communication and language acquisition.	
A good understanding of the current educational organisation and practices within schools	
An understanding of the principles underlying the mainstream integration of children with special educational needs	
A good understanding of the communication needs of deaf children (training will be provided)	
Skills and Abilities	
Energy and enthusiasm in working with deaf children	
Flexibility in responding to the changing needs of deaf children	
Efficient IT skills to support learning, undertake training and record keeping.	
Practical abilities in the management and adaptation of materials	
Excellent communicator with both deaf and hearing people	
Able to support curriculum developments effectively.	
Ability to work constructively as part of a team	
Ability to manage pupil behaviour effectively.	
To be able to maintain confidentiality.	
To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively	
High expectations of personal performance and of pupils' success	
Commitment to build upon your own learning through our structures.	

Experience
Relevant, extensive experience of working in an educational, supporting children with special educational needs and/or hearing impairment
Qualifications
British Sign Language Level 1 (or equivalent) and a willingness to learn British Sign Language Level 2, training will be provided
Excellent Literacy and Numeracy skills GCSE English and Maths GCSE Grade C or Level 4 or equivalent
Special Requirements
<p>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.</p> <p>Driving Licence will be subject to checking with DVLA. It is council requirement to have Business Use Car Insurance and a Valid MOT Certificate (for cars over 3 years old) If the postholder does not hold a driving license they must be able to make their own arrangements for travel to fulfil the requirements of the post. Casual car allowance</p>

Date Created	January 2024	Date Reviewed	
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