

# Job Description and Person Specification

## Teaching Assistant of Children with a Hearing Impairment

Job Details	
<b>Grade</b>	Grade 4 28 hours
<b>Service</b>	Sensory Team
<b>Location</b>	Cannon Park Annexe , Bransford Avenue and settings around Coventry
<b>Job Evaluation Code</b>	Post Number 1008302 Ref: R759062253

Coventry City Council 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:
<b>Open and fair:</b> We are open, fair and transparent.
<b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.
<b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.
<b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.
<b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.
<b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.

Job Purpose
Under the advice of a qualified Teacher of the Deaf (TOD) to:
<ul style="list-style-type: none"> <li>• Improve outcomes for children and young people who are deaf* in schools and settings across Coventry</li> <li>• Support the inclusion of children and young people who are deaf; facilitating access to the learning environment and fostering independence</li> <li>• Facilitating communication between the pupil, their peer group, and mainstream staff, and helping them develop communication, language and social skills.</li> </ul>

*\*the terms deaf / deafness refer to all levels and types of hearing loss*

**Main Duties & Key Accountabilities**

Facilitating access to the language of the curriculum using the child or young person's preferred mode of communication. Depending on ability and communication needs, support may include:

- Communicating, modifying, and clarifying language within the classroom
- Following up the introduction of key concepts and new vocabulary, checking understanding; reexplaining ideas.
- Notetaking; modifying and summarising ideas and information in note form either manually or electronically.

Using Total Communication ,auditory aural methods, Sign Supported English and to enable access to the curriculum and communication of peers and family.

Supporting children in relationships with peers, facilitating communication; helping to build self-esteem and confidence.

Supporting the development of communication and language skills; giving good language models

Using ICT effectively to support learning activities and develop children competence and independence in its use and record their progress

Providing direct tutorial support in settings and withdrawal basis.

Communicating effectively with other agencies and professionals, in consultation with teachers, to support achievement and progress of children and young people.

Supporting appropriate use and maintenance of hearing aids and radio aid systems under the guidance of the ToD.

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Contributing to reports and review meetings for children as requested

Attending meetings as required in negotiation with the Sensory Team Lead

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

**Key Relationships**

External:	Setting 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.

**Training**

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

**Responsible for**

N/A

**Person Specification**
**Requirements**

Knowledge	A good understanding of the impact of deafness upon children (training will be provided)
Knowledge	A good understanding of the communication needs of deaf children (training will be provided)
Knowledge	Understand the principles of child development and learning processes in particular communication and language acquisition.
Knowledge	A good understanding of the current educational organisation and practices within schools
Skills and abilities	Excellent communicator with both deaf and hearing people

Skills And Ability	Ability to moderate language using speech and the written form to meet a range of different communication styles and needs
Skills And Ability	Excellent IT skills to support learning, undertake training and record keeping.
Skills And Ability	Ability to manage pupil behaviour and emotional needs effectively.
Experience	Relevant, experience of working in an educational setting , supporting children with special educational needs and/or hearing impairment
Experience	Relevant experience of working in a team to support the education of children with a special educational needs
Qualification	British Sign Language Level 1 (or equivalent) and a willingness to learn British Sign Language Level 2, training will be provided
Qualification	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>

<b>Declaration</b>	
Reviewed/Created By:	Joanne Appleton

Job Title:	Sensory Team Lead	Date:	5 <sup>th</sup> July 2025
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