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**Teaching Assistant (Hearing Impaired) - Job Description**

**Line of Responsibility:** Responsible to Class Teacher and SENDCo

**Key Purpose:**

The purpose of this post is to support pupils and staff to ensure that all pupils reach their full potential.

**Main Activities:**

**Supporting the pupil**

* Motivate and encourage the named SEND pupil to behave well in and around school.
* Promote and reinforce pupil self-esteem through praise and encouragement.
* Be sensitive to the general welfare and care of all pupils within the school, drawing areas of concern to the attention of the class teacher.
* Meet the physical and/ or hygiene needs of the named SEND pupil as required including help with meal times.
* Attend meetings with relevant professionals or parents as required by the school.
* Assisting the pupil in the acquisition of literacy and numeracy skills and to assist the pupil to make progress across all subject areas.
* Working with the pupil on an individual or group basis as required by the class teacher.
* Assist in offsite visits after negotiation with the Head Teacher.
* Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.
* Ensure all pupils understand instructions.
* Acquaint themselves with the support materials and equipment in and around the school for individual pupil or group use.
* Assist the teacher in developing a supportive and trusting relationship with other adults and children.

**Supporting the teacher**

* Ensure a safe environment is maintained within the classroom/ school for all pupils.
* Help with reasonable requests for preparation of materials to support pupils.
* Assist with reasonable requests for minor administrative tasks e.g. photocopying and laminating
* Have access to the planned teaching and learning activities for pupils.
* Keep records to assist with the behaviour and safety of pupils.
* Record pupil progress to inform future planning for coverage of the national curriculum.
* Assist the teacher in evaluation of work undertaken and help plan future progress for identified pupils.

**Supporting the school**

* Attend training when appropriate and after consultation with the Head Teacher /SENDCo.
* Be aware of and support all the school’s policies.
* Be aware of the school safety procedures e.g. fire drill/ health and safety policy.
* Treat as confidential all information on individual pupils and refer parents to the class teacher should any questions about individuals asked.
* Foster positive links between home and school.
* After negotiation with the Head Teacher, carry out the administration of elementary first aid at break times to pupils throughout the school (qualified staff only).

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School’s Equal Opportunities Policy and Code of Conduct.

**Person specification**

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| Criteria | Essential | Desirable |
| **Qualifications and experience** | Appropriate Educational qualification  Experience in working in a school setting | Evidence of further CPD  First Aid trained  Team Teach trained |
| **Skills and knowledge** | Ability to work independently  Ability to use own initiative  Good understanding of safeguarding issues  Excellent practitioner | Safeguarding training undertaken  Offsite visit trained  EYFS Experience |