# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Teaching Assistant – Deaf Pupils

# DEPARTMENT: Children’s Services

# LOCATION: Countywide

# GRADE: [East Sussex Single Status Grade 5](https://www.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# RESPONSIBLE TO: Head of Hearing Support Facility

# Purpose of the Role:

Work for the Service and part of the team who support deaf pupils in the school. Under the direction of the Head of Hearing Support Facility (Teacher of the Deaf), assist in the support and inclusion of deaf pupils in the mainstream school.

# Key tasks:

1. To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the deaf pupil to be supported.
2. Taking into account the learning support involved, to aid the child to learn as effectively as possible both in group situations and on their own.
3. Assist, with teachers, and other professionals as appropriate, in the classroom.
4. In conjunction with the teacher of the deaf and/or other professionals, to maintain a system of recording children’s progress.
5. Provide regular feedback to the teacher, contribute to reviews of children's progress and participate in the evaluation of the support programme.
6. Where appropriate, to develop a professional relationship to foster links between home and school using home school communication books.
7. Liaise, advise and consult with other members of the team when supporting children where directed to do so.
8. To be aware of school policies and procedures and attend relevant in-service training for both school and the wider ISEND service.
9. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Recent experience of working within a school setting appropriate to the setting (Primary or Secondary depending on advert). * Signing BSL to Stage 1 or a willingness to learn to sign. * Good IT skills. * Good verbal communication skills. * Good organisational skills. * Ability to work within a team. * Ability to cope with change. * Ability to present information clearly. |

# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage |
| * BSL signing to Stage 2 or beyond. * Alternative communication skills e.g. Makaton, Widget etc. |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * QCF level 2 in English,Maths and Science e.g. GCSE A-C |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Child care qualifications |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of school processes and procedures. |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Recent relevant experience of working with children in an educational setting. * Experience which demonstrates commitment to equal opportunities. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of the process of assessment. * Multi Agency working. |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * The willingness to be flexible. * Clear appreciation of professional boundaries. * Self-motivation and independent learning skills. * Sensitivity in dealing with children, parents and professionals. * Commitment to the core values of the department. * Promotion of equal opportunities and anti-discriminatory practice. |

**Date (drawn up): Modified May 2022**

**Name of Officer(s) drawing up person specifications: SMC**

**Job Evaluation Reference: 3351**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |