

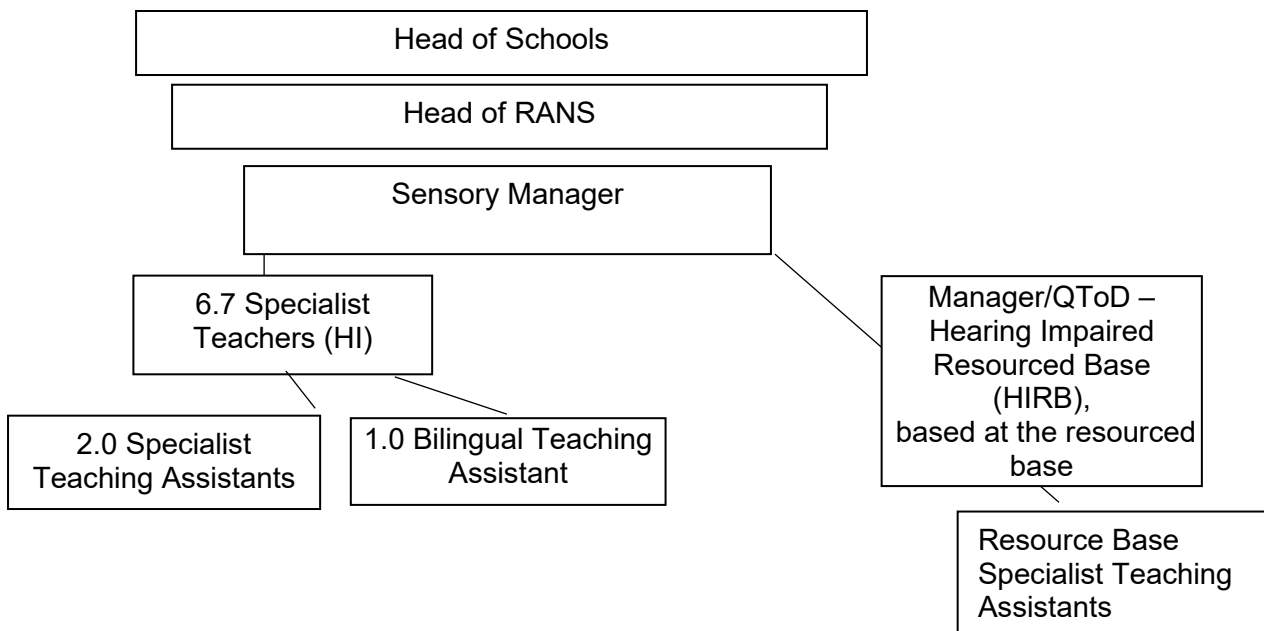
METROPOLITAN BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE:	Early Help & Schools
SECTION:	Rochdale Additional Needs Service (RANS) – Team for children and young people with hearing-impairment
LOCATION:	Floor 4 – Number One Riverside, Smith Street. Rochdale. OL16 1XU
JOB TITLE:	Specialist Teaching Assistant – Hearing-Impaired Team
POST NUMBER:	106873
Grade:	TA 4 – Grade 6
Accountable to:	Sensory Team Manager - Please see organisational chart
Accountable for:	None
Hours of Duty:	13 hours term-time
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C. To travel within the borough To attend evening meetings as required Appointment to this post is subject to Enhanced Disclosure including a Barring Service check against the child workforce

The Council is committed to safeguarding and promoting the welfare of children & young people and vulnerable adults and expects staff to share this commitment.

A. CURRENT ORGANISATIONAL CHART



PURPOSE AND OBJECTS OF THE JOB

1. To contribute to the work of the team for children & young people with a hearing impairment within the Rochdale Additional Needs Service.
2. To support the inclusion, learning and independence of children & young people with a hearing impairment.
3. To check the amplification equipment and support children and young people's communication as directed by the Teacher of the Deaf
4. To contribute to the LA's work in support of SEN with children, young people, parents and schools.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under the post-holder's control.

Financial

To work in accordance with Financial Regulations and procedures of the Council.

Equipment and Materials

Responsibility for the safe use and maintenance of equipment/materials used by the post-holder. Responsible for equipment and resources related to the work of the post-holder.

To adhere to the Council's safe rules and regulations relating to the use of IT, email and intranet/internet access.

Health/Safety/Welfare

1. The post holder is responsible for the health, safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equal Opportunities

To work in accordance with the Authorities policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Councils Performance Development Review Framework.

Relationships (Internal and External)

Internal: Staff in RANS and wider services Departments

External: School staff, LA Officers, other council Departments staff, staff from other agencies (e.g. Audiology, Cochlear Implant Services, Speech and Language Therapy etc.) parents and carers, children and young people, early years settings and the voluntary/private sector as appropriate

Responsibilities

The post-holder must:

1. Perform their duties in accordance with Rochdale Council's Equality and Diversity Policy
2. Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. Working under the direction of the Teacher of the Deaf with children & young people with a hearing impairment and their families, in one or more settings (rooms in school and/or Resourced Base, homes and clinics).
 - Promote the learning, inclusion and independence of children & young people with a hearing impairment.
 - Contribute to the assessment and monitoring of children & young people's development and attainment.
 - Help children & young people with a hearing impairment to overcome additional difficulties i.e. behaviour, learning, etc.
 - Regularly check amplification equipment and its use, including hearing and radio aids, cochlear implants and sound field systems.
 - Support the children and young people's communication.
 - Contribute towards the children & young people's IEPs, annual reviews and reports.
 - Contribute to the implementation of Individual Education Plans (IEP) and Speech and Language Therapy (SaLT) targets for children & young people with a hearing impairment.
 - Support individual hearing-impaired pupils for end of key stage tests by acting as reader, amanuensis and communicator/signer.
 - Work with children & young people on an individual basis or within a small group, as directed by the Teacher of the Deaf.
 - Give pastoral support for children & young people with a hearing impairment.
 - Record observations of children & young people with a hearing impairment.
 - Help record and monitor the progress made by children & young people with a hearing impairment.
 - Design and produce differentiated materials and activities appropriate to the age, language and listening needs of the children & young people with a hearing impairment, using a range of available resources.
 - To use ICT effectively, and in line with Information Governance and Safeguarding policies to:
 1. Write daily electronic case records
 2. Prepare specialist resources e.g. using specialist software
 3. Record children and young people's responses
 4. To develop specific skills/concepts.
 - Liaise and provide regular feedback to the Teacher of the Deaf.
 - Assist in HI team visits.
 - Contribute to training within education settings.

The post holder will carry out these duties in the peripatetic team working in-dependently in pre-school/school settings and homes.

2. In addition the post holder will:

- Provide support for use of communication strategies with individual children, parents and settings.

- Provides support for newly appointed TA's in schools and model ways of working.
- Contribute to the running of auditory rhythmic training programme (music group) and parent/carer toddler groups for pre-school children and their families.
- Contribute to updating the team's data and extract required information.
- Support the HI team through admin tasks required.
- Maintain audiology equipment as directed by the sensory manager.
- Provide advice to classroom staff on the children and young people with hearing impairment development/progress.
- Make home visits, advising parents on play activities and strategies, listening skills and development of language.

3. To maintain confidentiality in all areas of the team's work.

Secondary Duties

- To continue own professional development, within the Team for Children & Young People with a Hearing Impairment.
- To work as a member of the team and attend team/service meetings.
- To take part in the service's system of Performance Management.

6

Job Description prepared by	<u>Elizabeth Croshaw</u>	Date	<u>January 2026</u>
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Chief Officer	_____	Date	_____