



DEAF FIRST DEPT @ OAK LODGE SCHOOL

101, Nightingale Lane, London SW12 8NA

Tel: 020 8675 9751; Fax: 020 8675 7457

JOB ACTIVITIES

Post Title: Teaching Assistant
(Casual Contractor)

Postholder:

Main purpose of job: To enable pupils to access the curriculum as fully as possible

Grade: from £9.00 - £14.00 per hour

Hour of work : Part-time or Full-time - Casual

Main Activities and Responsibilities

A. Support for Pupils

1. To support the pupils according to their needs in a multimodal environment. Facilitating communication between pupils, peers, teachers etc using British Sign Language, Sign Supported English and Spoken English.
2. To support the pupils use of hearing aids / cochlear implants and FM.
3. To model appropriate speech and lip patterns.
4. To follow the guidance from Speech and Language Team regarding language support and intervention.
5. To become aware of the pupils receptive and productive spoken language skills, identify specific language or conceptual problems, scaffold and support where appropriate and refer these back to the teacher.
6. To contribute to the records of pupils' progress.
7. Contribute to the maintenance of an atmosphere in which pupils gain self-confidence, enjoyment, independence and motivation to learn.
8. Follow the school's communication policy, encouraging pupils to respect the communication rules.

B. Support for the Teacher

1. Work with teaching staff to plan, prepare, support and deliver programmes of learning, adapting and modifying the content and structure of language during the lesson if appropriate.

2. Help to display work of high standard in the classroom and/or elsewhere, such that pupils can see the standard to which they can aspire.
3. Work with a pastoral teacher to oversee pupils' social and educational welfare, and monitor their use of hearing aids and cochlear implants (as detailed in the staff handbook).
4. Undertake marking of pupils' work and record achievement/progress.
5. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policy, encouraging pupils to take responsibility for their own behaviour.
6. Support the use of ICT in learning activities.
7. Participate in school systems to monitor and enhance the quality of teaching and learning.
8. Work with other staff in preparing and participating in class and whole school events (e.g. PE classes off-site, drama productions, school journeys, trips, etc.)

C. Support for the School

1. Undertake break duties as required. This will include before-school and after-school supervision.
2. Use the FM system and voice over in assemblies where BSL is used.
3. Assist the audiology department.
4. Undertake any other responsibilities as agreed with the headteacher, at times agreed in the contract.
5. Attend and participate in staff meetings, INSET sessions and other meetings as required.
6. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
7. Undertake any other such duties as the Headteacher may reasonably direct from time to time.

It is implicit that these duties are carried out in accordance with school and Council policies on equal opportunities.

The job activities will be reviewed by the postholder and the Line Manager on an annual basis.

Signed: _____ Date: _____
(Postholder)

Signed: _____ Date: _____
(Head of Deaf First)

