

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Inclusion Service
POST:	Outreach Learning Support Officer – Hearing Impaired
GRADE OF POST:	GR07
RESPONSIBLE TO:	Specialist Teacher – Hearing Impaired

JOB PURPOSE:

Under the instruction (not necessarily direct management) of teaching / relevant staff to undertake a range of support programmes to enable access to learning for children and young people with a hearing impairment.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Supervise pupil(s) during and between lessons providing specific care to those children and young people with a hearing impairment. This will include supervision out of lesson times (lunchtime/playtime) as well as the maintenance of required equipment in use.
- Undertake structured and agreed learning activities and programmes, adapting or modifying where required enabling pupil access to learning under the direction of the specialist teacher and/or class teacher.
- To provide outreach support to pupils as required according to their specialist needs and requirements.
- To contribute to the planning and evaluation of learning programmes for individuals and/or groups adjusting the targets and activities as appropriate and create and maintain a purposeful, orderly and supportive environment.
- To support provision for pupils with additional learning needs which include, personal and social emotional needs, including toileting.
- Provide objective and accurate feedback and reports on pupil progress and other matters as required. Contributing to reviews and panel meetings as necessary.
- To participate in CPD activities as agreed with the manager in line with BCBC CPD policy. This will include assisting with the induction, training and monitoring of other staff when and if required.
- To promote the independence, inclusion and equality of children and young people with a hearing impairment in Bridgend County.

- Maintenance of hearing aids ensuring they are in good working order.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Outreach Learning Support Officer – Hearing Impaired

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • QCF Level 3 for Teaching Assistants or equivalent. • Registration with the Education Workforce Council. • Suitable qualification in relation to additional learning needs e.g. recognised BSL Qualification to a minimum of Level 2 with a commitment to undertake further training/qualifications. • Willingness to undertake specialist training, including first aid, Child protection awareness and a commitment to CPD. • ELSA Training. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working with children and young people with additional learning needs; experience of working with children and young people with a hearing impairment. • A basic understanding of the principles of child development and learning processes and a general undertaking of national / foundation stage curriculum. • Understanding of classroom roles and responsibilities and your position within these. 	<p>Yes</p> <p>Yes</p>	<p>Interview, application form and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation / Testing
Knowledge & Experience	<ul style="list-style-type: none"> • Understanding of classroom roles and responsibilities and your position within these. • Experience of using specialist tools and methods relating to hearing impairment. 		Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Effective use of ICT to support learning. • Ability to work constructively as part of a team. • Ability to communicate effectively both verbally and in writing to all staff, children, parents and carers. • Ability to manage time effectively and prioritise when required. • Ability to alter or adjust targets and activities according to the needs of the pupil. • Ability to contribute to the planning and evaluation of learning programmes and to monitor progress against the plans. • Drivers Licence and use of own vehicle. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.