



Teaching Assistant with Audiology **Expected Start Date: Immediate start**

Permanent Scale 4 Salary: £31,980 to £33,384 FTE per annum (dependent on experience).

Actual salary for 13 hours per week £10,233.60 to £10,682.88

Monday / Friday TBC, 8:30-15:30 with 30 minutes unpaid lunch break, term time only

We are seeking a part time Teaching Assistant to join our Therapy Team to provide audiology support to pupils and staff. They will be required to undertake the administration of the audiology systems within the school.

Applicants must have excellent Sign Language skills to at least Level 2, Good organisational and ICT skills with the ability to maintain and develop administrative files and systems are a requirement for this post.

**The position requires the following key qualities and attributes:**

- Support the Audiology service and its users
- Provide hearing aid users with consumables, repair hearing aids and advise patients on using their aids
- Perform administrative tasks
- Oversee stock levels
- Participate in service development
- Recognised competence in literacy and/or numeracy e.g. L2 English & Maths.
- NVQ Level 3 or equivalent or Science-related A-Levels
- Additional qualifications from recognized audiology assistant training courses
- Communicate confidently and effectively with students and other members of staff.
- Maintain good relationships with pupils, exercising appropriate authority and act decisively when necessary.
- Help to raise the positive profile of audiology within the classroom and be a good role model.

**For further information request the Job Description and Person Specification from School Assistant SBM, Michael Thompson.**

Please send your application form to [recruitment@oaklodge.wandsworth.sch.uk](mailto:recruitment@oaklodge.wandsworth.sch.uk)

**Closing date: Ongoing**

**Interviews Date: Week beginning 1<sup>st</sup> May 2026**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an **Enhanced DBS check**.

**CVs are not accepted.**

## OAK LODGE SCHOOL

101, Nightingale Lane, London SW12 8NA  
Tel: 020 8673 3453



### Job Description

**Post Title:** Teaching Assistant with Audiology

**Grade:** Scale 4

**Hours:** 13 hours per week, (39 weeks term time only)

**Responsible to:** Head of Therapy

#### Purpose

To work under the direct instruction of the Head of Therapy working with class teachers and pupils on the management of personal equipment, equipment checks, liaise with audiologist and audiology appointments as required. Follow up any hearing issues as required.

Provide training for staff on Sound field systems and other FM equipment. Support staff development and raise pupil awareness of self-management of equipment.

Under the direction of the teacher and own self direction, provide general support to staff and pupils in the preparation and routine maintenance of resources and equipment.

1. To actively engage and support all therapeutic and sporting requirements as needed by the pupil. Updating of the audiology files on the staff network.
2. Helping to raise pupil awareness of audiology around the school.
3. Being involved with devising and implementing new strategies.
4. Putting information onto ARBOR

#### Main Duties and Responsibilities

Clinical	<ul style="list-style-type: none"><li>• To identify faults with hearing aids</li><li>• To repair and replace digital hearing aids</li><li>• To supply pupils with batteries and tubing</li><li>• To replace hearing aid tubing using highly developed hand-eye coordination skills.</li><li>• Advise pupils, staff and parents on the use of their hearing aids</li><li>• Communicate effectively with Audiologists, other healthcare professionals, administrators and external agencies.</li><li>• Explain test results and concepts, appropriately and sensitively, using adapted language, where needed through intermediaries such as interpreters or advocates.</li></ul>
Support for Pupils:	<ul style="list-style-type: none"><li>• Create and maintain a purposeful, orderly and productive learning environment</li><li>• Ensure timely and accurate design, preparation and use of specialist equipment, resources and materials</li><li>• Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives</li><li>• Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.</li></ul>

	<ul style="list-style-type: none"> <li>• Promote the inclusion and acceptance of all pupils.</li> <li>• Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested (e.g. observation or behaviour charts for each lesson, progress sheets, evidencing of progress etc.)</li> <li>• Collate a list of the audiology needs for the audiologist visits when appropriate.</li> <li>• Follow up hearing aid issues highlighted on the staff audiology summary / feedback</li> <li>• Inform staff of audiology issues and encourage communication with parents as necessary.</li> <li>• Provide training for new staff and to update all staff on new Audiological equipment and processes</li> <li>• Making of ear moulds under supervision of Audiologist</li> </ul>
Support for the Teacher:	<ul style="list-style-type: none"> <li>• Work with teaching staff to plan, prepare, support and deliver programmes of learning, to promote achievement by those pupils through appropriate expectations and programmes designed to challenge and stimulate.</li> <li>• 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.</li> <li>• Work with a pastoral teacher to oversee pupils' social and educational welfare, and monitor their use of hearing aids.</li> <li>• Undertake marking of pupils' work and record achievement/progress.</li> <li>• 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.</li> <li>• Support the use of ICT in learning activities. E.g. AAC</li> <li>• Participate in school systems to monitor and enhance the quality of teaching and learning.</li> <li>• Assist / lead in guided reading activities and undertake training to facilitate this curriculum activity.</li> </ul>
Support for the Curriculum:	<ul style="list-style-type: none"> <li>• Support pupils to understand instructions.</li> <li>• Support pupils to develop their communication and social skills.</li> <li>• Support pupils in respect of local and national learning strategies</li> <li>• Prepare and maintain equipment/resources as directed by the head of Therapy and assist pupils in their use.</li> <li>• Support and implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses/needs.</li> <li>• Prepare and use specialist equipment, plans and advise on appropriate resources to support pupils as required.</li> </ul>
Safeguarding responsibilities	<ul style="list-style-type: none"> <li>• To ensure that the schools data protection policies and processes are adhered to in line with the Data Protection Act 2018 and UK GDPR</li> <li>• To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</li> <li>• To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role</li> <li>• To support all school visits and trips by following the Trips and Risk assessment policy and attend EVC training annually.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</li> </ul>
Support for the School:	<ul style="list-style-type: none"> <li>• 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 an appropriate person.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required.</li> <li>• To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.</li> <li>• The employee must at all times carry out his/her responsibilities with due regard to the schools Health and Safety policy, organisation and arrangements for Health and Safety at Work.</li> <li>• It is your responsibility to carry out your duties in line with the schools policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.</li> <li>• You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.</li> <li>• Undertake break &amp; lunch duties as required. This will include supervision/ intervention 8.30 – 9.00 and 3.00 – 3.30 as needed.</li> <li>• Undertake 1:1 or small group supervision of pupils, including break and lunch times as required.</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others.</li> <li>• Assist in the general efficient operation of the school, including providing cover for other staff where necessary and as directed by the Leadership Team</li> <li>• To ensure that the schools data protection policies and processes are adhered to in line with the Data Protection Act 2018 and UK GDPR</li> </ul>

This is a description of the main duties and responsibilities of the post at this date. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Person Specification

	Essential	Desirable.
<b>Qualifications</b>		
Educated to a minimum of NVQ3	✓	
5 + A*-C GCSEs including English & Maths	✓	
A level Science related qualification		✓
Educated to degree level		✓
Sign Language Skills Level 2 or above	✓	
<b>Experience</b>	✓	
Working within a special School environment.	✓	
Working with young people who are Deaf or have Speech and Language difficulties.		
Successful recent working experience with children of relevant age.	✓	
<b>Knowledge</b>		
Policies regarding Child Protection, confidentiality, Equal Opportunities, Health & Safety & SEN.	✓	
Have a good understanding of SEND education.	✓	
Evidence of providing cover supervision in a school	✓	
<b>Skills</b>		
Able to work independently using one's own initiative.	✓	
Good organisational skills and an ability to prioritise own workload.	✓	
Good administrative skills and ability to maintain systems and procedures including filing and stock orders.	✓	
Ability to liaise with suppliers and technical advisers.	✓	
Commitment to the highest possible achievement for all children.	✓	
To always be confident and professional.	✓	
Effective trauma informed approach to behaviour management techniques	✓	
Highly effective in communication with young people and adults	✓	
To be a role model in terms of education and professionalism	✓	
Work effectively as part of a team and contribute to group thinking, planning etc.	✓	
A good attendance and punctuality record; Evidence of the stamina required to cope with the demands of the post.	✓	
Ability to critically evaluate own performance.	✓	