

## **Job Description**    **Speech and Language Teaching Assistant (Level 2)**

Start Date:	asap
Responsible to:	Headteacher/SENCo
Location:	St Clement's & St John's CE Infant School
Grade:	Grade 3 SCP 4-6 (FTE £24,404 - £25,183 per annum)
Hours of work:	8.30 – 3.15pm, Tuesday- Thursday
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

### Overall Purpose

- Working under the direction of the SENCo to enable successful Communication and Interaction for identified pupils within intervention and classroom provision
- To assist pupils to reach their full potential by maintaining a safe working environment.
- To provide care and support for the pupils by supporting learning through planned and differentiated activities.
- Supporting and supervising the child / children during lunchtime, if necessary.

### **Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### Supporting the Pupil:

- Under the guidance of the SENCo, undertake work/care/support programmes to enable successful Speech and Language progress for identified pupils .
- Take responsibility for adapting and delivering Speech and Language activities and programmes of work, for individuals or small groups who would benefit from a particular approach.
- Encourage and promote the inclusion and acceptance of all pupils. Aid expressive and receptive language understanding and speech sound production of pupils by:
  - Employing strategies and approaches from the Speech and Language Therapist;
  - developing appropriate resources to support the pupil/pupils;
  - and their identified needs;
  - following programmes of intervention as instructed by the NHS SALT therapist, motivating and encouraging the child as required;
  - liaising with the Class Teacher and SENCo about individual provision and the Graduated Approach;

- modelling good practice, enable intervention focuses to be embedded within the classroom.
- building a close and productive relationship with the SaLT therapist.
- Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher and SENCo.
- Work alongside the school ELSA to deliver interventions such e.g. Nurture

### Supporting the Teacher

- Organise speech and language resources and support adaptations to the learning environment as required.
- Monitor and track progress and provide feedback to assist in developing provision for children with additional Communication and Interaction needs.
- Provide detailed and regular feedback to teachers, SENCo and NHS SALT therapist on pupils' achievement, progress, etc.
- Undertake support activities for the teacher/SENCo as required.
- Contribute to discussions for SMART targets and provision when teachers are completing support plans.

### General Duties

- Select suitable ICT and practical resources and encourage their use by the pupil in learning activities.
- Monitor and record pupil response to activities and give regular oral and written feedback to the teacher.
- Work closely with the teacher to maintain accurate, legible, updated and secure records. Provide relevant information for records and reports, being aware of the targets set for the pupil through their IEP, offering input at the time of review if appropriate.
- To support the pupil(s) through the development of good, productive working relationships with pupils which encourages independence and responsibility for his/her own behaviour.
- Monitor behaviour attentively in order to defuse possible conflict situations by encouraging and re-enforcing positive behaviour and interaction between pupils. Seek assistance in conflict situations that are outside your role and authority to resolve.
- Observe behaviour patterns in the pupil and report concerns to relevant persons. Support individuals and groups in complying with behaviour targets the teacher has set. Demonstrate respect for others in interactions with pupils and other adults.
- Respond to pupils appropriately, encouraging them and keeping them on task. To manage own behaviour in response to pupil actions, to provide a good model for pupils.
- Give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives of the literacy and numeracy curriculum/strategies.
- Provide comfort and immediate care for minor accident, upsets and ailments; provide personal care as required.

- Undertake playground supervision of the children to maintain safety and monitor security of the grounds, if required.
- To work individually, and as part of a team, to support the overall vision and values of the academy trust.

#### Arrangements for Performance Management

- Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.
- The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets, and examine potential training requirements, changes and actions to be taken.

*Whilst every effort has been made to explain the main duties and responsibilities of the S&L TA role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.*

## Person Specification SEN Teaching Assistant (Level 2)

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> <li>▪ GCSE Maths and English grades A-C or equivalent</li> <li>▪ Knowledge and understanding of how children learn</li> <li>▪ Ability to use ICT</li> <li>▪ Knowledge of Communication and Interaction Needs</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Aid qualification</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>▪ Experience of working with children, preferably in a Primary school setting.</li> <li>▪ Proven experience with children with Speech and Language needs</li> <li>▪ Ability to use the required recording and reporting systems and feedback appropriately to the teacher, SENCo, SALT therapist and parents</li> <li>▪ Ability to adapt an activity for children experiencing difficulty</li> <li>▪ Ability to assist the teachers in making the school an accessible environment</li> <li>▪ Ability to enthuse the children in their development</li> <li>▪ Experience of working within a school setting</li> <li>▪ Experience of reporting to teaching staff the outcomes of learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working alongside a Speech and Language Therapist to support identified needs</li> </ul>
Professional values:	<ul style="list-style-type: none"> <li>▪ Adopt a flexible approach to working</li> <li>▪ Be committed to school improvement</li> <li>▪ Be able to establish and maintain good professional relationships with pupils, parents and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have the ambition and drive for your own professional development</li> </ul>
Knowledge, skills & abilities	<ul style="list-style-type: none"> <li>▪ Ability to work with children showing care and understanding.</li> <li>▪ Ability to work with individuals and small groups of children.</li> <li>▪ Ability to be confidential.</li> <li>▪ Willing to undertake training as required.</li> <li>▪ Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in a team</li> <li>▪ Ability to meet child's needs whilst encouraging independence.</li> <li>▪ Experience of working with children with a range of special needs, in particular Communication and Interaction needs</li> </ul>
Other	<ul style="list-style-type: none"> <li>▪ Ability to stay calm under pressure.</li> <li>▪ Good organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Able to exert moderate physical effort; crouching or bending when working with pupils.</li> </ul>

The post holder may be required to travel to other local sites, including other CLP schools.