Job Description – 1:1 Teaching Assistant to Support a Child with Speech, Language and Communication Needs

**Job Title:** 1:1 Teaching Assistant, 33 hours per week

Grade: VIAT Payscale 2

**School:** Primary

Reports to: SENco

Accountable to: Headteacher/Classroom Teacher/Senior Leadership Team

1. **Job Summary**

To provide personalised support for a child with complex speech, language and communication needs in our school, providing targeted intervention support and therapy programmes alongside supporting the child’s access to classroom learning.

1. **Key Working Relationships**

* Headteacher
* SENco
* Classroom teacher
* Students
* Parents
* Outside agencies and professionals

1. **Key Result Areas**
   1. **Supporting and leading learning**

* To support the individual pupil to access learning and opportunities for interaction throughout the school day, upholding school policies.
* To build and maintain positive and constructive working relationships with pupils, families and colleagues, to maximise the child’s development and maintain the overall ethos and vision of the school.
* To work alongside the class teacher and SENCO to deliver personalised support to meet the child’s needs.
* To support with personal care, including toileting and feeding, as needed.
* To provide feedback to parents, the SENco and class teacher to monitor, record and report the pupil’s progress.
* To complete relevant training as needed.
* To deliver therapy programmes, as directed by external professionals including Speech and Language therapists, Occupational Therapists and more.
* Support the child within the learning environment to promote independence, inclusion, acceptance and equality of access to learning.
* To contribute to the child’s provision plan review meetings and Annual Reviews
  1. **Support for the Trust**
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the relevant Trust lead.
* To contribute to overall ethos, work and mission statement of the Trust.
* To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher/Trust Management Group.
* Participate in the school’s appraisal process.

* 1. **Safeguarding**
* The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
  1. **Equality and Diversity**
* The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.
  1. **Representing the Trust**
* To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.

1. **Statement**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

**Person Specification: 1:1 Teaching Assistant**

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| AREA | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Good standard of Education – 5 GCSEs or equivalent * An understanding of Speech, Language and Communication needs | * Qualifications in childcare or education * Further CPD qualifications, especially regarding SEN provision and communication |
| **Experience** | * Experience supporting children with complex SEN. * An understanding of approaches to supporting communication/ language development | * Experience using Makaton or PECS * Experience delivering therapy programmes including Speech and Language or Occupational Therapy programmes * Experience within the EYFS * Familiarity with the wider KS1 curriculum |
| **Knowledge** | * Thorough knowledge and understanding of safeguarding children. * Knowledge of the primary school curriculum | * Knowledge of strategies which can be used to support children and young people with additional needs |
| **Skills** | * A holistic approach to the well-being and education of pupils. * Good communication skills and flexibility to adapt communication as needed * Ability and willingness to work collaboratively and supportively within the school team. * Able to inspire confidence and respect amongst colleagues and the school community. * Build effective and professional working relationships with parents, staff, Governors and the wider community. | * Specialist behaviour management/ de-escalation training * Specialist Speech and Language training |
| **Attitude** | * Creativity * Calmness * Quick thinking * Patience * A sense of humour * Is committed to their own professional development. * Consistently reflects the highest levels of professionalism as a role model at all times and demonstrates the school’s aims and values at all time. | * An understanding of non-verbal behaviours and cues as communication |