

# Garlinge Primary School and Nursery

## JOB DESCRIPTION

Job Title: **Speech and Language Teaching Assistant**

Reports to: **SENDCo**

### **Purpose of Job:**

To support the development of Speech and Language with assigned pupils by delivering speech and language therapy programmes.

### **Principal Accountabilities:**

- Develop speech, language and communication skills with assigned pupils.
- Following guidance from Speech and Language Therapists, plan, organise and provide therapy for specific pupils and maintain progress records.
- Under the guidance of the SENDCo, work with individuals and groups of children with Special Educational Needs, particularly those with speech and language and communication needs.
- Develop strategies to support teachers and TAs to ensure the speech, language and communication needs of pupils are met.
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
- Support pupils with emotional or behavioural problems and help develop their social skills.
- Assist the SENDCo with pupil referrals.
- Liaise with the SENDCo, teachers, Speech and Language Team and outside agencies regarding pupils.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Research, produce, order and co-ordinate therapy and visual classroom support resources.
- Adhere to all SEND policies and deadlines.
- Meet and greet visitors at the main school office.
- Undertake other assorted tasks when directed by the SENDCo/SLT.

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## General:

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence.
- Undertake professional duties that may be reasonably assigned by the Line Manager or Executive Headteacher.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.**