

SHEERNESS WEST FEDERATION JOB DESCRIPTION



JOB TITLE:	Teaching Assistant (Speech & Language)
REPORTING TO:	SENCO
GRADE:	KR3
HOURS/WEEKS:	25 hours per week – 39 weeks per year
SITE:	West Minster Primary School

JOB SUMMARY

To support pupils, identified by SENCO and speech therapists, to develop speech, language and communication skills. To assist teachers in providing a communication friendly learning environment that enables all children to access the curriculum and learn to the best of their ability

MAIN DUTIES & RESPONSIBILITIES

To deliver programmes as advised by SENCO and /or speech therapists for identified children with specific speech and language needs and to develop specialised knowledge and understanding of strategies to assist these children;

To develop, prepare and maintain speech & language resources for use with identified children and to support the children in using them;

To establish supportive, caring and secure relationships with the children, promoting respect, self-esteem and a positive, inclusive whole school ethos;

To work with pupils on a one-to-one or small group basis to support speech, language and communication skills;

To support Makaton provision across the school / Federation;

To help, support and motivate the children, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;

To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to SENCOs, teachers; speech therapists;

To provide welfare support to children, including administering First Aid (dependant on training) and attending to personal hygiene and identified medical needs as required;

As directed by the SENCOs, to liaise with Federation Speech and Language Therapist and NHS Therapists; Ivy Centre SRP; West Minster speech and language TA.

To assist with general school duties which may include:

Setting up teaching rooms, preparing resources and displays and tidying and clearing away

Supervision of children during playtimes

Supervision of children entering and leaving school premises

SUPPORTING THE FEDERATION:

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.

Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.

Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

**PERSON SPECIFICATION TEACHING
ASSISTANT (SPEECH & LANGUAGE)**

	ESSENTIAL	DESIREABLE
QUALIFICATION	<p>Good basic education with competency in literacy and numeracy.</p> <p>Willingness to undertake further training related to speech and language.</p>	<p>Evidence of training completed around supporting children with speech and language.</p> <p>First aid training</p>
EXPERIENCE	<p>Three years' experience of working as a Teaching Assistant, involving supporting children with speech and language difficulties</p>	<p>Evidence of liaison with outside agencies and parents.</p> <p>Experience of delivering speech and language interventions on a 1:1 or small group basis.</p>
SKILLS AND ABILITIES	<p>Excellent communication, listening and observation skills.</p> <p>Ability to handle confidential information.</p> <p>Organisational abilities and accurate record keeping skills.</p> <p>Good interpersonal and collaborative skills.</p> <p>Trustworthy, reliable, punctual, ability to work independently and as part of a team.</p>	

<p>KNOWLEDGE</p>	<p>Safeguarding, Equal Opportunities and Racial Equality.</p> <p>Awareness of resources used to help pupils to develop their literacy, numeracy and speech, language and communication skills.</p>	<p>Knowledge of local national and school policies for literacy, numeracy, special educational needs, behaviour management, child protection.</p>
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