

JOB DESCRIPTION	
SCHOOL	St Nicholas CE Primary Academy
JOB TITLE	Speech and Language Teaching Assistant
GRADE	APLb
REPORTS TO	SENCO/Headteacher
DATE	September 2025

JOB PURPOSE

To support pupils with speech, language, and communication needs through targeted interventions and collaborative work with staff and external professionals. The role also includes supporting the SENCO with assessment tasks to ensure pupils' needs are identified and met effectively.

MAIN DUTIES AND RESPONSIBILITIES

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of those with speech, language, and communication needs
- Deliver 1:1 speech and language interventions under the guidance of the Speech and Language Therapist
- Lead small group sessions to develop pupils' communication and social interaction skills
- Support class teachers by using effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Monitor and record pupil progress, providing feedback to relevant staff and professionals
- Collaborate with class teachers, SENCO, and support staff to integrate strategies into classroom practice
- Support the SENCO with additional assessment tasks as necessary to support pupils' individual needs across the school
- Promote inclusive practices and contribute to a positive learning environment for all pupils
- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare and adapt resources to support speech and language development

Working with staff, parents/carers and relevant professionals

- Communicate with parents/carers regarding pupil progress and home support strategies

collaborate | enrich | trust | innovate | aspire | nurture

- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Person specification: Speech and Language Teaching Assistant

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
Qualifications and training	➤ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	Essential
	➤ NVQ Level 3 Teaching Assistant/Learning Support or equivalent	Desirable
	➤ Relevant qualifications in speech and language support or child development.	Desirable
	➤ Training in communication strategies, ASD, or EHCP processes	Desirable
Experience	➤ Proven experience delivering speech and language interventions in a school setting	Essential
	➤ Experience planning and delivering learning activities	Essential
	➤ Previous experience supporting a SENCO or working within a multi-agency framework.	Desirable

Skills and knowledge	➤ Strong organisational skills; ability to monitor and document pupil progress accurately	Essential
	➤ Excellent interpersonal and communication skills with pupils, staff, and parents	Essential
	➤ Understanding of speech and language development and SEND practices	Essential
	➤ Knowledge of how to help adapt and deliver support to meet individual needs	Essential
	➤ Knowledge of guidance and requirements around safeguarding children	Essential
	➤ Ability to work effectively as part of a team and follow professional guidance	Essential
	➤ Creative and flexible in developing resources and approaches to meet diverse needs.	
Personal qualities	➤ Enjoyment of working with children	Essential
	➤ Patient, compassionate, and committed to supporting vulnerable pupils	Essential
	➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	Essential
	➤ Commitment to maintaining confidentiality at all times	Essential
	➤ Commitment to safeguarding pupil's wellbeing and equality	Essential
	➤ Resilient, positive, forward looking and enthusiastic about making a difference	Essential
	➤ Capacity to inspire, motivate and challenge children and young people	Essential

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: