



Support Staff

Speech and Language and SEN Teaching Assistant

Job Description

Job Title: Speech and Language/SEN Teaching Assistant

Reports to: Inclusion Manager

Job Holder's Name:

Location: Reculver C.E. Primary School

Date:

Grade: KR 4 32.5 Hours per week

1. PURPOSE OF JOB

Support the Inclusion Manager and teachers in the teaching of children to ensure they attain the targets set under their Provision Maps / Plans. To focus specifically with Speech and Language needs, including communication and interaction, memory, attention and listening, speech production and language processing aspects. To deliver wider SEN interventions, to support needs across the school including Read Write Inc, early reading support and dyslexia interventions.

2. PRINCIPAL ACCOUNTABILITIES

- Deliver SAL learning activities, ensuring health and safety and good learning behaviours of pupils. Support the pupils in accessing learning activities to enable pupils' progress

towards their SAL targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.

- Provide progress reports to CT and IM using appropriate school and SAL documentation (Intervention record Sheets etc).
- Undertaking accurate recording keeping in respect of pupil SAL learning, wellbeing / child protection etc.
- Take daily Read Write Inc groups in Early Years and Key Stage 1
- Carry out testing (ELKLAN, Speech Link and Language Link, SWST, SWRT, Memory, Lucid Rapid etc assessments) as required and accurately record and file results
- Print off resources for TAs and parents, feed back results to CTs, parents and IM. Support CTs and TAs to deliver interventions, providing intervention guidance and support if necessary including on how to record intervention progress.
- Carry out interventions using ELKLAN resources, I Can Talk Boost resources, RWI 1-1 programmes, memory programmes and dyslexia support programmes
- Liaising with therapists, attending therapy sessions, on and off site at clinic locations, as directed in order to deliver the specific learning programmes set for each child.
- Identify resources required / subscription renewals etc to inform SEN ordering and budgeting process .
- Produce timetables for SAL sessions and provide feedback to visiting professionals, manage use of resources and the SAL room.
- Ensure the maintenance of a clean, orderly and safe working environment (Speech and Language Room) making sure that Speech and Language equipment/resources/materials are easily accessible, are set out on time and as per instructions received and they are used safely to enable pupils meet their SAL learning targets.
- Manage and prepare resources and set up work packs to support the work of Teachers and TAs across the school as well as providing packs for parents providing any additional required either by phone or face to face.
- Monitor and support TAs across the school in the delivery of SAL interventions
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.
- Support the Promotion of SAL awareness and Inclusion throughout the school through supporting other staff and pupils in Wellbeing and SAL techniques.

3. NECESSARY EXPERIENCE

- Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literature skills.
- Previous experience (1-2 years) of working with children with SEN.
- Specialist training such as ELKLAN, Read Write Inc, SpeechLink., Language Link, Language for Learning,
- Use basic technology (computer, laminator, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.
- First Aid qualification would be an advantage.

4. SCOPE FOR IMPACT

Support staff in schools makes a strong contribution to pupils' learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupils' learning and will have a significant impact on pupils' achievement.

5. JOB CONTEXT

TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher / Inclusion Manager. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

6. ORGANISATION (Line Management responsibilities)

Inclusion Manager
|
SAL Teaching Assistant

The Job Description is subject to the changing needs of the school and it may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

Job Description agreed by:

Reviewee:
...../...../.....

date:

Reviewer:
...../...../.....

date:

