

The McGinty Speech and Language Centre

West Malling CEP School

1:1 Teaching Assistant

General Post Description

To support a child's social-emotional, communication and cross-curricular learning development, working under the guidance and direction of specialist teaching and therapy colleagues (specialist Speech and Language therapist and other multi agency professionals where appropriate: e.g. OT).

To be involved as part of the school community working towards achieving the outcomes of the School Development Plan, working as part of the whole school team to fulfil the school's mission statement and safeguarding policy.

Main duties and responsibilities:

To enable the effective learning of a child on a 1 to 1 basis, or in small groups. This may involve teaching to pre-planned activities, including the use of specialist teaching and therapy approaches under the guidance of teaching and therapy colleagues. This may include evaluating, monitoring, recording and feeding back on the emotional, social and educational progress of children, based within a detailed understanding of each pupil's needs and awareness of his/her current Education, Health and Care Plan (EHCP) objectives in a number of key developmental areas.

To support each child in meeting their EHCP objectives through involvement alongside teaching and therapy colleagues in the full range of provision delivery, including some individual learning support and lunchtime and play support on the playground.

To enable optimal class participation and to promote positive learning attitudes and a safe learning environment for all, to achieve individual success and enhance self esteem and independence.

To assist colleagues with close observation and monitoring of children's progress, maintaining accurate records in order to ensure the careful tracking of progress and full documentation of interventions with children, in inclusion and specialist class settings.

To assist with centre and whole school colleagues in preparation for and feedback from learning and teaching sessions, both within specialist and inclusion classes.

To assist in the planning of and resource preparation necessary for lessons, both for personal implementation and that of colleagues, as necessary, ensuring that materials are suitable for the learning activities and sometimes preparing tailor-made equipment.

To assist children in the use of ICT in the learning process.

To contribute to liaison between home and school through home contact books, recording and phone calls as appropriate.

To contribute, where required, to meetings with multi agency professionals as well as to in school meetings to jointly plan, problem solve and creatively address pupil needs alongside teaching and SLT colleagues, including reviews of provision plans, target setting and pupil progress meetings.

To undertake training and attend INSET in accordance with hours worked.

To attend staff meetings where required and appropriate.

To be aware of the Centre action plan and School Development plan, participating in monitoring and evaluating your contribution to its achievement, and undertaking all duties in line with school policy, raising achievement and equality of opportunity.

To undertake any other duties as directed by the line manager, in keeping with the nature and specifications of the post, being aware of the need for flexibility in working practices as inclusion develops and with regard to possible future changes in provision for Kent pupils with primary SLCN (speech, language and communication needs).

August 2019