

PRINCIPAL: JOHN McPARLAND BD PGCE MA NPQH

**LEARNING MENTOR - TEACHING ASSISTANT**

**JOB DESCRIPTION**

**Post:** Year R Speech and Language Learning Mentor

**Responsible to:** Relevant Year Leader

**Purpose of Job**

The key task of the speech, language and communication needs (SLCN) Teaching Assistant is to deliver and review interventions delivered to pupils with speech, language and communication needs including those with statements of special educational needs throughout the Nursery and Primary phase of the Academy (2-11). The postholder will also be required to work with colleagues in mainstream classes to raise standards of achievement for all pupils including using evidence – based assessments and interventions for pupils with SLCN.

**Principle Accountabilities**

* To deliver speech and language interventions to pupils both in class, small groups and 1:1
* To assess pupils for language needs using Infant and Junior Language Link.
* To implement the strategies set by Speech and Language Therapists on Individual Treatment Plans
* To record, review and evaluate the progress of pupils following their intervention sessions using Intervention record sheets
* To provide direct classroom support for those pupils who have been identified as having Special Educational Needs
* To support the development of suitable programmes for pupils with speech and language needs
* To maintain consistent and accurate records which indicate the work carried out and the progress made by named pupils and to provide regular feedback about the pupils supported
* To participate in the evaluation of interventions and support programmes
* To understand and implement the SEN Code of Practice.
* To attend relevant Training Courses and Days
* Establish a supportive relationship with the pupil and parents concerned
* Liaise with Speech and Language Therapists in order to support the delivery of a personalised intervention identified by the Speech and Language Therapist

* Assist teachers with learning activities ensuring health and safety and good behaviour of students. Support the students in accessing learning activities as directed by the teacher to enable students’ progress towards their targets. Be aware of and support differences to ensure all students have equal access to opportunities to learn and develop.
* Provide administrative support (e.g. typing, photocopying, display etc.) and undertake basic record keeping in respect of student learning, behaviour, child protection etc as directed in order to support the teacher to deliver the specific learning programmes set for each pupil.
* Contribute to the overall work/aims of the Academy and appreciate and support the role of colleagues and other professionals to enable the Academy to fulfil its development plans etc.
* Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
* Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable students to meet their learning targets.

**Necessary Experience**

* Good standard of general education (i.e. NVQ level 3 or equivalent) together with good numeracy and literacy skills.
* Previous experience (1-2 years) of working with children.
* Use of basic technology.
* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
* Have the ability to relate well to pupils 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.

**Scope for Impact**

* Support staff in schools make 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.
* Teaching Assistants contribute to students’ learning and will have a significant impact on students’ achievement.

**Job Context**

* Teaching Assistants will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
* Teaching Assistants will also be expected to work as part of the Academy team and contribute to plans to ensure the Academy 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 communication skills to be able to inform, persuade, inspire and motivate students and provide feedback to other professionals and parents as required.