

Job Title: Communication and Language Support Officer	Pay Scale: PPS6
Normal Place of Work: The Priory Witham Academy	Line Manager: Associate Assistant Headteacher/Academy SENCO
Role Summary: <ul style="list-style-type: none"> Supporting the SENCO in the Assessing, Planning, Delivery and Reviewing of programmes of work, to groups or individual pupils, addressing and meeting their individual needs with a focus on speech and language Supporting staff to deliver bespoke programmes of intervention to address early language development 	

DUTIES AND RESPONSIBILITIES

- Working under the direction of the SENCO or other nominated staff to identify and process assessments of pupils requiring additional support.
- Delivering programmes of assessment and intervention to support the communication and language skills of students (ELSA, WellComm, Neli)
- Supporting all stakeholders in the planning, preparation and delivery of targeted intervention programmes to groups or individual pupils and delivering training as appropriate.
- Reviewing, recording and evaluating the impact of targeted intervention ensuring that provision meets need and making changes as required.
- Taking part in SEN reviews as required, generating information required for relevant meetings regarding pupils and attending such meetings when required and appropriate.
- Assisting with student intervention plans and working with external agencies as appropriate.
- Assist in promoting development and learning (physical, emotional, educational and social).

Job content

- Working under the direction of the SENCO to identify and process assessments of students requiring additional support;
 - Gathering information to identify the needs of students
 - Identify and agree next steps including the creation of and contributing to pupil profiles
 - Process referrals and inform all stakeholders
- Supporting all stakeholders in the planning, preparation and delivery of targeted intervention programmes to groups or individual pupils
 - Use assessment information to support in the planning of targeted intervention programmes.
 - Support colleagues to implement targeted intervention programmes.
 - Deliver lessons to groups or individual students as and when appropriate

3. Reviewing and recording the impact of targeted intervention ensuring that provision meets need.
 - Under the supervision of the SENCO use available evidence to measure the impact of targeted interventions.
 - Recording impact using a provision map
 - Sharing information regarding student progress with appropriate stakeholders
 - Assisting in the Pupil Profile review process including the QA of this.
4. Taking part in SEN reviews as required generating information required for relevant meetings regarding pupils and attending such meetings when required and appropriate.
 - Gather information from colleagues
 - Meet parents, and agency staff as appropriate
 - Support in preparing reviews and reports
5. Assisting with student intervention plans and working with external agencies as appropriate
 - Work with staff to create student plans following a formal assessment
 - Liaise with other agencies to identify targeted intervention and record these on the student plans
6. Promoting development and learning (physical, emotional, educational, social):
 - Have familiarity with all relevant needs of pupils including those with an EHCP.
 - Foster growth, self-esteem and independence
 - Observe and record development of studies
 - Work alongside the ELSA's in the Academy and assist in the referral process
7. Carry out duties and monitoring of students throughout the academy day, this includes break duties and lunch duties.
8. Attend and support curricular and extra-curricular visits.
9. Such other duties as may be determined from time to time within the general scope of the post.
10. Assist with the movement of children to and around the Academy.

This list is not exhaustive and you may be required to undertake any additional duties with the general scope of this role as determined by your line manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• External Agencies	
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.

- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Communication & Language Support Officer

	Essential	Desirable	How assessed*
QUALIFICATIONS			
NVQ level 3 Supporting Teaching and Learning in Schools (or working towards).		✓	AF / Cert
Level 2 IT qualification/experience or equivalent.	✓		AF / Cert
GCSE or equivalent in both English and Maths (grade C or above)	✓		AF / Cert
ELSA qualification		✓	AF / Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of working with students.	✓		AF / IV
A knowledge and understanding of student intervention techniques.	✓		AF / IV
Experience of supporting groups of students as well as students on a one to one basis.	✓		AF / IV
A knowledge and understanding of the pastoral needs of students and SEND.	✓		AF / IV
Experience of working with external agencies to support the needs of students through bespoke intervention plans (Specialist Teaching Team, Educational Psychologist)		✓	AF/ IV
SKILLS AND ABILITIES			
Ability to motivate students, good interpersonal skills.	✓		AF / IV
Must accept and actively support The Federation's agreed values.	✓		AF / IV
The ability to adapt to meet the needs of the pupils.	✓		AF / IV
Excellent organisational skills and the ability to multi-task.	✓		AF / IV
Ability to motivate and develop self.	✓		AF / IV
Ability to work on own initiative and as part of a team	✓		AF / IV
Excellent oral and communication skills	✓		AF / IV
Ability to use IT at a level commensurate with job role	✓		AF / IV
Professional and responsive attitude and behaviour towards colleagues and clients.	✓		AF / IV
Ability to work flexibly, including supporting student trips and residential which may involve evening and weekend work.	✓		AF / IV

*Key to how skills are assessed:

AF = Skill assessed via application form IV = Skill assessed via interview
 AT = Skill assessed via test/work-related task Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager :Dated:

Employee Name:

Signed Employee.....

Dated.....