



Post Title	Communications Assistant for Specialist Resource Provision (Interventions and Classroom support)
School / Organisation	Avanti Brook
Location	Bishop's Stortford
Grade	Grade 4
Hours	Full-time
Contract Type	Permanent
	Term-time only
Reports to	Lead Teacher
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

The Communications Assistant will be responsible for supporting teachers and students in a Specialist Resource Provision (SRP) for Secondary Students with Speech, Language, and Communication Issues and/or Autism. You will work closely with teachers to plan and deliver differentiated lessons that meet the individual needs of students in the SRP. You will also be responsible for providing targeted support to students who require additional assistance with their speech, language, and communication skills.

Working under the direction and within an agreed system of supervision from a qualified teacher.

- To undertake work under the guidance of the Hub Inclusion Lead and the Lead Teacher to plan and implement work programmes with individuals and groups within the SRP base.
- To provide support to the Hub Inclusion and Lead Teacher in the management and organisation of pupils from the SRP in the mainstream classroom.
- To use behaviour management strategies in line with the schools' policy and procedures, which contribute to a purposeful, orderly and supportive learning environment in the SRP
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within Avanti Brook Primary School.

RESPONSIBILITIES OF THE JOB

- Work with children with SLCN/ and or Autism, providing support and interventions in the SRP as directed by the Hub Inclusion Lead, Lead Teacher or Speech and Language Therapist, using evidence-based intervention and strategies.
- Develop and implement individual and group intervention plans in the SRP, following guidance from the Hub Inclusion Lead, Lead Teacher or Speech and Language Therapist.
- Support the delivery of Speech and Language Therapy programmes in the SRP as directed by the Hub Inclusion Lead, Lead Teacher or Speech and Language Therapist.
- Record and report on the progress of children with SLCN, providing regular updates to the Hub Inclusion Lead, Lead Teacher or Speech and Language Therapist.
- Collaborate with teachers and other professionals involved in the provision of SLCN support.
- Support students from the SRP in the mainstream classroom.
- Attend training and development opportunities to enhance knowledge and skills in the area of SLCN as required to ensure up-to-date knowledge of best practices
- Help to create a positive and inclusive learning environment that promotes the social, emotional, and academic development of all students in the SRP.
- Assist with the preparation and maintenance of resources and equipment needed for teaching and learning in the SRP.



- Follow school policies and procedures regarding safeguarding, health and safety, and behaviour management.
- To attend relevant meetings and participate in training and development opportunities as appropriate.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
- Use expertise to advise and support others as appropriate.
- To adhere to the school health and safety policy including risk assessment and safety systems.
- To adhere to school policies and the Trust's Ethos Policy.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.

PERSON SPECIFICATION			
Criteria		Requirement	
		Essential	Desirable
1.	Previous experience working with children with SLCN and/or Autism is desirable but not essential.		x
2.	A qualification in Speech and Language Therapy, or a related field, is desirable but not essential.		X
3.	A patient, empathetic, and caring approach when working with children who may display challenging behaviour.	X	
4.	Flexibility and adaptability, with the ability to work in a fast-paced environment.	X	
5.	A commitment to ongoing professional development.	X	
6.	Commitment to the safeguarding and welfare of all students	X	
7.	Good communication skills, with the ability to build positive relationships with students, teachers, parents/carers, and other professionals.	X	
8.	Ability to liaise with professionals and implement plans and programmes provided by them.	X	
9.	Strong organisational skills and attention to detail, with the ability to manage multiple priorities and deadlines.	X	
10.	Good understanding of child development and learning processes and able to observe, monitor and provide constructive feedback on pupils progress.	X	
11.	Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation	X	
12.	Understand range of support services and other agencies as appropriate.	X	
13.	Ability to plan effective actions for pupils at risk of underachieving	X	

FURTHER INFORMATION



Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2024/09/Child-Protection-and-Safeguarding-Policy.Summer-24-2.pdf>