



Post Title	Communications Assistant for Specialist Resource Provision
School / Organisation	Avanti Grange School
Location	Bishop's Stortford
Grade	Grade 5, £26,420 - £28,860 per annum pro rata. Approximate pro rata £18,531 - £20,242 (0.70140 FTE)
Hours	Full-time (32.5 hours per week)
Contract Type	Permanent
	Term-time only
Reports to	Inclusion Hub Lead
Preferred Start Date	September 2023

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. 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 and responsibilities in line with the Standards for Higher Level Teaching Assistants? Not sure if we need this?
- To use behaviour management strategies in line with the schools' policy and procedures, which contribute to a purposeful learning environment.
- To be responsible for the allocation of duties and the training of other Teaching Assistants.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop

RESPONSIBILITIES OF THE JOB

- Work with children with SLCN, providing support and interventions as directed by the school's SENCo, Lead Teacher or Speech and Language Therapist, using evidence-based intervention and strategies.
- Develop and implement individual and group intervention plans, following guidance from the Lead Teacher, SENCo or Speech and Language Therapist.
- Support the delivery of Speech and Language Therapy programmes as directed by the Lead Teacher, SENCo or Speech and Language Therapist.
- Record and report on the progress of children with SLCN, providing regular updates to the Lead Teacher, SENCo or Speech and Language Therapist.
- Collaborate with teachers and other professionals involved in the provision of SLCN support.
- 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 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.	X	
4.	Good communication and interpersonal skills, with the ability to work collaboratively with teachers and other professionals.	X	
5.	Flexibility and adaptability, with the ability to work in a fast-paced environment.	X	
6.	A commitment to ongoing professional development.	X	
7.	Commitment to the safeguarding and welfare of all students	X	
8.	Good communication skills, with the ability to build positive relationships with students, teachers, parents/carers, and other professionals.	X	
9.	Patience, empathy, and resilience, with the ability to work effectively with students who may display challenging behaviour.	X	
10.	Ability to work collaboratively as part of a team, as well as independently with minimal supervision.	X	
11.	Strong organisational skills and attention to detail, with the ability to manage multiple priorities and deadlines.	X	
12.	An ability to understand the principles of child development and learning processes and in particular barriers to learning	X	
13.	Good understanding of child development and learning processes and able to observe, monitor and provide constructive feedback on pupils progress.	X	
14.	Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation	X	
15.	Understand range of support services and other agencies as appropriate.	X	
16.	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/2022/09/AST-Child-Protection-and-Safeguarding-Policy.July-2022.pdf>