



Post Title	Communications Assistant (Specialist Resource Provision)
School / Organisation	Avanti Grange Secondary School
Location	Bishop's Stortford
Grade	Grade 3, £26,388 - £27,188 per annum, pro rata <i>Approximately £18,289 – £18,844 per annum (0.69309 FTE)</i>
Hours	32.5 hours per week
Contract Type	Permanent
	Term Time only
Reports to	Lead Teacher
Preferred Start Date	September 2026

MAIN PURPOSES OF THE JOB

- To work under the specific supervision, instruction and guidance of the Specialist Teacher (SRP) to support teaching and learning activities in the SRP.
- To provide general support to the teachers with the organisation and management of pupils from the SRP in the mainstream classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

RESPONSIBILITIES OF THE JOB

- To provide support for students from the SRP in the mainstream classroom.
- To encourage pupils to interact with others and engage in activities and increased transition into the mainstream school.
- To provide regular feedback to teachers on pupils' achievement and progress.
- To provide feedback on pupils in relation to progress and achievement under the guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
- To be aware of the planning of work and activities.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEND/Inclusion and data protection reporting all concerns to the appropriate named person.
- To participate in training opportunities and professional development as required.
- To attend relevant meetings and participate in relevant training and performance development as required within working hours.
- To adhere to school health and safety policy including risk assessment and safety systems
- To adhere to school policies and the Trust's Ethos Policy

PERSON SPECIFICATION



Criteria		Requirement	
		Essential	Desirable
1.	Experience of working with students with SLCN and/or Autism		X
2.	Good level of literacy and numeracy skills.	X	
3.	The ability to work well within a team	X	
4.	Experience in a relevant discipline	X	
5.	Ability to communicate clearly and concisely both orally and in writing.	X	
6.	Ability to successfully complete first aid training as required.	X	
7.	An understanding of classroom roles and responsibilities	X	
8.	Ability to relate well to children and adults.	X	
9.	Good keyboard skills and knowledge of relevant ICT packages, computer, audio and video equipment	X	
10.	Knowledge of relevant policies and codes of practice and awareness of relevant legislation.	X	
11.	Ability to provide necessary personal care to children	X	
12.	High degree of drive, resilience and enthusiasm	X	
13.	Promote and safeguard the welfare of children and young people	X	
14.	Awareness of Health and Safety requirements within a school setting.		X
15.	Commitment to professional development, learning and development.	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 -

[Child Protection and Safeguarding Policy 2026-2027](#)