

Job Description and Person Specification

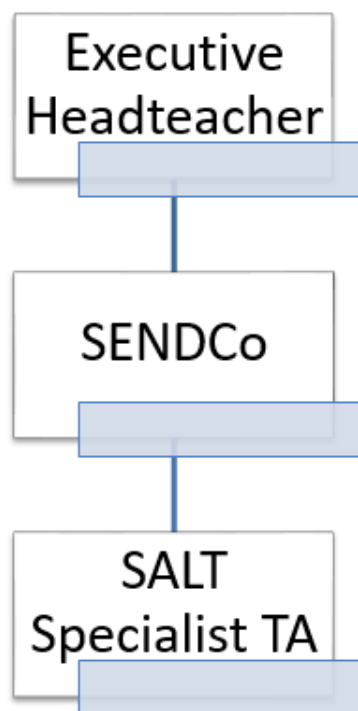
Job title	SALT Specialist Teaching Assistant
School	John Rankin Schools
Salary grade	E
Work location	Across the federation
Reports to	SENDCo
Supervises	N/A

JOB PURPOSE

To support students with speech, language, and communication needs (SLCN) under the guidance of the school's SENDCo and Speech and Language Therapist (SALT). The role involves delivering targeted interventions, supporting classroom activities, and helping to develop students' communication skills to enhance their learning and social interaction.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART



MAIN DUTIES AND RESPONSIBILITIES

Direct Support to Students:

- Work one-to-one or in small groups with students who have identified speech, language, and communication needs.
- Deliver targeted speech and language therapy interventions as designed by the Speech and Language Therapist.
- Support students in accessing the curriculum by adapting resources and communication strategies.
- Monitor and track the progress of students receiving speech and language support, providing regular feedback to the SENDCo and SALT.

Intervention Planning and Delivery:

- Implement specific speech and language programs and activities set by the SALT, such as phonological awareness, social communication, and language development exercises.
- Prepare resources and materials for therapy sessions and classroom support.
- Foster a positive learning environment to encourage students' confidence in using language.

Collaboration and Communication:

- Liaise with the SENDCo, teachers, and SALT to share observations, feedback, and progress reports.
- Attend team meetings, case reviews, and multi-disciplinary meetings as required.
- Support classroom teachers in implementing strategies for students with SLCN.
- Act as a point of contact for parents and carers regarding their child's communication progress, under the guidance of the SENDCo.

Record Keeping and Reporting:

- Maintain accurate records of intervention sessions, progress notes, and communication logs.
- Contribute to the development of Support Action Plans (SAPs) and support strategies for students with SLCN.
- Assist in the preparation of reports for annual reviews, Education, Health, and Care Plan (EHCP) assessments, and parent meetings.

Supporting Inclusive Practice:

- Promote the inclusion of students with SLCN within the wider school environment.
- Support students in developing social skills, emotional regulation, and positive interactions with peers.
- Assist in implementing whole-school approaches to communication-friendly environments.

Professional Development:

Participate in relevant training sessions and professional development opportunities related to SLCN.
Stay informed of best practices and new strategies in speech and language support.
Reflect on own practice to improve the effectiveness of interventions and support.

General Duties:

MAIN DUTIES AND RESPONSIBILITIES

- Support the general welfare and safety of students, following school policies on safeguarding and child protection.
- Assist with other duties as required by the SENDCo, Speech and Language Therapist, or Senior Leadership Team.

SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.

PERSON SPECIFICATION		Essential/ Desirable
Qualifications		
GCSE grade C in English, Maths and ICT or equivalent		Essential
A relevant qualification in speech and language support.		Desirable
Experience		
Experience in a school setting or working with children with SEND.		Essential
Experience working with children with speech, language, and communication needs.		Essential
Good understanding of child development and strategies for supporting communication.		Essential
Knowledge and understanding		
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities		Essential
Skills and abilities		
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)		Essential
Strong administrative and organisational skills, with a high level of accuracy and attention to detail.		Essential
Excellent communication skills, both written and verbal.		Essential
Ability to handle sensitive information with discretion and maintain confidentiality.		Essential
Excellent organisational skills, with attention to detail in record keeping.		Essential
Strong communication and interpersonal skills, with the ability to build positive relationships with students, staff, and parents.		Essential
Work-related personal qualities		
Commitment to undertake work-related training as required		Essential
Ability to establish and develop positive relationships with all members of the organisation		Essential
Ability to work as part of a team and independently		Essential
Patience, empathy, and a supportive approach to working with students with additional needs.		Essential
Other work-related requirements		
This role has been identified as public facing in accordance with part 7 of the Immigration Act 2016 and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post		Essential