



Job Description

SALT Teaching Assistant

Post Held: SALT Teaching Assistant to SEN Team

Responsible to: Head Teacher, DHT, SENDco

Liaises with: Class teacher, Lead TA and DHT, AHT's

Salary: Bucks Pay 2 £24,879 - £26,961 FTE (Actual salary £18,077 - £19,590)

Main purpose of job:

- To develop the WH SEN offer by providing specialist skills and knowledge in the area of SEN and Speech and Language Therapy through high quality intervention and support, as supported by the SENDCo and SEN team
- To develop knowledge of a range of speech and language learning support needs and to develop an understanding of the specific needs of the pupils to be supported
- To deliver SALT therapy intervention support to pupils in the SLCN ARP and pupils with Language needs across the school
- To work under the instruction/guidance of the SEN Team/ Speech & Language Therapist/ senior/teaching staff to support the delivery of quality teaching and learning to help raise standards of achievement for all pupils

DUTIES AND RESPONSIBILITIES

Support for pupils:

1. To develop knowledge of a range of speech and language learning support needs and to develop an understanding of the specific needs of the pupils to be supported
2. To run SALT interventions with 1:1 and small groups
3. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and independently
4. To upskill staff on SALT interventions
5. To support staff in assisting pupils in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation
6. To develop appropriate resources to support all children with SLCN needs

Support for the SEN Team and Teachers

1. Liaise with the class team (and other professionals as appropriate), in the development and planning of a suitable SLCN programmes of support for pupils

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2. Monitor pupil's responses to learning activities and accurately record achievement as directed
3. Provide detailed and regular feedback about the pupil to the teacher
4. Contribute to the maintenance of pupil's progress records
5. Participate in the evaluation of the support programme
6. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage pupils to take responsibility for their own behaviour
7. Establish constructive relationships with parents/carers
8. Administer routine SLCN Assessments

Support for the Curriculum:

9. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
10. Undertake SLCN intervention programmes, recording achievement and progress, and feeding back to the teacher
11. Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Support for the school:

12. Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
13. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
14. Contribute to the overall ethos/work/aims of the school
15. Appreciate and support the roles of other professionals
16. Attend and participate in relevant meetings as required
17. Where appropriate develop a relationship to foster links between home and school
18. Liaise, advise and consult with other members of the team supporting the children as appropriate

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19. Contribute to reviews of children’s progress as appropriate
20. Set a good example in terms of dress, punctuality and attendance
21. Prepare and present displays of children’s work as required
22. Undertake other duties from time to time as required by the SENDCo or ELT, including administrative tasks

Arrangements for appraisal of performance

The role of the SALT Teaching Assistant to the SEN team will be monitored through the school’s performance management programme and by the SENDCo and members of the ELT.

Person specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children / young people • Experience planning and delivering learning activities • Experience working with SEN pupils 	<ul style="list-style-type: none"> • At least 2 years practical experience of supporting children with learning and behavioural difficulties, working from and evaluating the progress of children at SEN, SEN K and ECHP against targets • A good understanding of child development and learning processes
Qualifications or Training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths 	<ul style="list-style-type: none"> • Evidence of further CPD
Practical Skills	<ul style="list-style-type: none"> • An understanding of barriers to communication • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Excellent communication skills • The ability to remain calm in stressful situations 	Ability to; <ul style="list-style-type: none"> • support the school’s assessment for learning process • plan, resource and deliver a set SLCN programme

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	<ul style="list-style-type: none">• Knowledge of guidance and requirements around safeguarding children• Good ICT skills, particularly using ICT to support learning• Understanding of roles and responsibilities within the classroom and whole school context	
Personal Qualities & Attributes:	<ul style="list-style-type: none">• Enjoyment of working with children• Sensitivity and understanding, to help build good relationships with pupils• A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school• Commitment to maintaining confidentiality at all times• Commitment to safeguarding pupil's wellbeing and equality• Resilient, positive, forward looking and enthusiastic about making a difference• Capacity to inspire, motivate and challenge children and young people	