



Speech and Language Therapy and Teaching Assistant JOB DESCRIPTION

Name	
Accountable to	Assistant Head Teacher/SENCO
Scale	7.1 to 7.4
Duration	Permanent
Appointment	June 2025
Job Purpose	To provide speech and language therapy interventions to identified and targeted students.
Responsibilities <i>Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements</i>	<ul style="list-style-type: none"> To support students to reduce identified speech and language barriers to enable them to reach their full potential Create and oversee EHCP/SaLT tracking within SaLT/Social Connections (Skills), ensuring the intervention they are receiving is linked to their personal SaLT Care Plans as well as their EHCP targets Ensure correct and suitable SaLT equipment/resources to support students' specific needs Contributing to annual reviews, providing statements of progress for students targets as well as providing real time feedback in the review Create a link between students' intervention sessions and class, ensuring teachers and staff are supporting. E.g. carrying skills they have learnt in SaLT over to the classroom To liaise with, offer training, direction and support to the Teachers and Teaching Assistants, upskilling and enabling them to carry out speech and language programmes in the classroom setting, in collaboration with the SaLT Work may be carried out in the classroom or outside the main teaching area. To support the class teacher to ensure students' progress academically and socially. To assist the class teacher in assessing and monitoring student progress.
General Responsibilities	<ul style="list-style-type: none"> Help students to learn to access and use strategies to self-advocate - supporting development towards independent adulthood Assist Teachers/Senior TA's in fostering attractive learning environments to ensure that students spend their school life in stimulating surroundings. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in use. To ensure records and observations are kept so that students received the maximum benefit from their education. Assist Teachers in assessing, monitoring and tracking student progress.

	<ul style="list-style-type: none"> Support students consistently whilst recognising and responding to their individual needs ensuring their safety and encourage students to interact with others and to engage in activities led by the teacher. Use strategies, in liaison with the teacher, to support students' learning. Provide regular feedback to the teacher on student achievement, progress, problems etc. Where appropriate to mark student work in order to provide formative feedback and inform further teaching. Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour. To carry out medical procedures according to care plans after training and authorisation (eg Asthma, Epilepsy) as appropriate. To carry out all student's personal hygiene requirements as necessary. Provide clerical and administration support for teacher. To be aware of any health and safety and child protection concerns and report them to the appropriate authorities immediately. 		
Professional Development	<ul style="list-style-type: none"> Keep up to date with best practice in school administration Participate in agreed meetings, further training and professional development aimed at meeting the need identified in performance objectives 		
Review of Job Description	<ul style="list-style-type: none"> This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head of School. It may be subject to modification and amendment at any time after consultation with the post holder 		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Head of School		Date	