**Job Description: Speech, Language & Communication Teaching Assistant**

**Reports to: Assistant Headteacher/SENCO**

**The Role**

* To assist in ensuring the progress of a pupil with specific identified special educational needs
* To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with speech and language development delay.

**Key responsibilities**

* Assist in the educational and social development of pupils under the direction and guidance of the Principal, SLT and class teachers.
* Devise and assist in the implementation of individual support packages for pupils with Speech, Language and Communication needs and help monitor their progress
* Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
* Work with individuals and groups of children, under the guidance of the teacher, including children with Special Educational Needs, particularly those with speech, language and communication needs.
* Work with other professionals, such as speech therapists and occupational therapists, as necessary
* Assist class teachers with maintaining pupil records
* Support pupils with emotional or behavioural problems and help develop their social skills.

**Outcomes and activities**

* **Support** the aims and ethos of the school in providing a quality education for all children and enabling them to become independent learners who are able to achieve their potential.
* Set a good example in terms of dress, punctuality and attendance.
* Attend team and staff meetings as required.
* Undertake professional duties that may be reasonably assigned by the head teacher.
* Be proactive in matters relating to health and safety.

**Other support**

* Assisting pupils on arrival and departure from school.
* Supervising pupils as they move about the school between sessions.
* Supervise children at playtimes.
* Where appropriate, to liaise with parents and report any concerns to the class teacher.
* To maintain confidentiality.

**Other**

* Undertake other various responsibilities as directed by the Principal or other members of SLT.

**Person Specification: Speech, Language & Communication Teaching Assistant**

**Qualification Criteria**

* Certified teaching assistant course or training (desirable)
* Maths and English GCSE or equivalent at grade C or above (essential)
* Degree or higher education certificate (desirable)
* Right to work in UK.

**Experience**

* Experience of establishing successful learning relationships with a variety of pupils
* Experience of working with children with Autism and Sensory Processing Disorder
* Experience of supporting pupils in a classroom setting who have speech and language delay
* Experience of using Makaton or PECS system in the primary school environment
* Experience of implementing a range of positive behaviour management strategies
* Experience of supporting the planning and delivery of the curriculum.

**Personal characteristics**

* Genuine passion and a belief in the potential of every pupil
* Helpful, positive, calm and caring nature
* Able to establish good working relationships with all academy stakeholders
* Able to follow instructions accurately but make good judgments and lead when required.

**Specific skills**

* Good communication skills, including written and oral and good numeracy skills
* Proficient with computers and other technology with good administrative and organisational skills
* Able to lead intervention sessions for pupils after receiving comprehensive training
* Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school
* Able to reflect, analyse and act both independently and collaboratively
* Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
* Understands the importance of confidentiality and discretion.

**Other desirable training and skills**

* First Aid training
* Knowledge/experience of Talk Boost, Speech and Language Link and Nuffield Early Language Intervention (NELI)
* Training and practice in Ruth Miskin’s ‘Read, Write Inc.’
* Use of Makaton and PECS or willingness to train

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*