

JOB DESCRIPTION & PERSONAL SPECIFICATION

Post Title	Speech and Language Teaching Assistant (EYFS/KS1)
Salary	Upto £22,450 FTE Band 1/ Support 1 Group 3 <i>This role is part-time, term time only 31.5 hours a week (39 weeks a year)</i>
Disclosure level	Enhanced
Purpose	To provide speech and language support for pupils in EYFS and KS1 through 1:1 and small groups. To support the teacher through planned interventions and learning activities in class, in order to raise standards of achievement for all our pupils but significantly vulnerable learners. This role may involve cross school working, with Orchard Meadow EYFS team.
	<ul style="list-style-type: none"> Attend relevant training to develop skills in supporting children who have speech and language difficulties. Contribute to the assessment of the needs of named pupils and use detailed knowledge and specialist skills to support their learning. Work alongside the SENCo, Director of Inclusion and class teacher to make speech and language referrals when needs can no longer be met without specialist involvement. Liaise with external agencies (Speech and Language Therapists/Assistants, Language and Communication Advisory Teachers/Assistants) Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of evidence to school staff and outside agencies. This will include monitoring and evaluating pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives. Also being responsible for systematically recording progress and achievement in lessons/activities and providing evidence of range and level of progress and attainment Deliver programmes of support from Therapists for named pupils on a 1:1 or in a small group where there is common need. Promote the inclusion and acceptance of all pupils within the classroom - Wave 1 (use of visual resourcing etc.) and help to organise and manage an engaging learning environment that supports the needs of the named pupils. Promote independence and employ strategies to recognise and reward achievement of self-reliance. Support the role of parents in pupil's learning by providing constructive feedback on pupil progress/achievement etc. Also to develop opportunities to model strategies and resourcing recommended by external professionals.

	<ul style="list-style-type: none"> • Share strategies with Teachers and Teaching Assistants for supporting pupils with Language and Communication Needs and feed this information into their pupil profiles. • Support in developing and delivering parent workshops/groups around SALT needs and strategies.
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CPD	<ul style="list-style-type: none"> • Undertake specialist training to help develop the skills and competencies to effectively support students with communication and interaction needs. • To take part in the academy's CPD programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process. • To work as a member of a designated team and to contribute positively to effective working relations within the school.
Other	<ul style="list-style-type: none"> • Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas. • Escort and supervise pupils on educational and out of school activities. • To help to implement academy quality control systems procedures and policies and to adhere to these. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy. • To attend staff briefings and team meetings etc. in accordance with the academy calendar. • To take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc. • To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc. • Any individual tasks as deemed necessary and as instructed by the Principal or Line Manager.

Other Specific Duties:

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the academy's Policies & Procedures.
- To continue personal development as agreed.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified not mentioned in the above.
- To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed

Print Name

Dated

Person Specification – Speech and Language Teaching Assistant

	Essential	Desirable
Qualifications/ Experience	<ul style="list-style-type: none"> - Working with children who have a range of SEND 	<ul style="list-style-type: none"> - Working closely with children who have identified speech and language needs - Working with a programme of support recommended by a Speech and Language Therapist (SALT)
Knowledge and skills	<ul style="list-style-type: none"> - Basic knowledge of the EYFS and KS1 curriculum - Basic knowledge of SEND moderation criteria 	<ul style="list-style-type: none"> - Experience of planning interventions and delivering personalised programmes - Have had training (formal/informal) in SAL therapy - Informing assessment documentation (Pupil profiles, assessment cards, learning journeys)
Personal attributes	<ul style="list-style-type: none"> - Role model good spoken language (correct use of grammar and pronunciation) - Confidence in leading high quality 1:1 and small group work - Show initiative in developing the new role and liaising with professionals 	<ul style="list-style-type: none"> - Have the confidence to initiate conversations with parents and carers and develop positive working relationships

