



Green Street Green Primary School

JOB DESCRIPTION

Specialist Support Teaching Assistant (Speech and Language Provision) BR3

MAIN PURPOSE OF THE JOB

The Specialist Support Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff; she/he will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom, with a focus on supporting those children with language disorders.

SUMMARY OF RESPONSIBILITIES AND DUTIES

SUPPORT FOR PUPILS

- Support and fully implement all aspects of the SOLA Safeguarding policy and associated documents, mindful that the children with SEND are considered particularly vulnerable.
- Adapt and explain activities, ensuring that pupils' individual starting point, Special Educational Needs, social background and ethnicity are taken into consideration so that activities are relevant and supportive to each child.
- Assist with the development and implementation of pupils' Speech Therapy plans, Individual Education/Behavior Plans and Personal Care programmes.
- Establish constructive caring relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Promote good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior.
- Establish constructive and supportive relationships with parents/carers and pupils.
- Administer routine assessment and undertake routine marking of pupils' work.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil's individual needs.
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Supply the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/ relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- To work collaboratively and liaise with other services as appropriate, particularly in relation to safeguarding the wellbeing of all children and young people.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of, and support, diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required, and take responsibility for a group under the supervision of the teacher.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the trust's equal opportunities policies and statutory responsibilities.

Signature of Post Holder

Date

GREEN STREET GREEN PRIMARY SCHOOL

PERSON SPECIFICATION

SPECIALIST SUPPORT TEACHING ASSISTANT

BR3

EXPERIENCE (Essential Requirements)

Working with or caring for children of relevant age.

Working with language disordered pupils as well as Makaton signing skills are desirable.

QUALIFICATIONS/TRAINING (Essential Requirements)

- Good numeracy/literacy skills.
- NVQ2 in teaching assistance or equivalent qualifications or experience.
- Training in the literacy/numeracy strategy.
- First aid training/training in specific medical procedures, as appropriate.

KNOWLEDGE/SKILLS (Essential Requirements)

- Effective use of ICT to support learning.
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of national curriculum and other basic learning programmes.
- Basic understanding of child development and learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.