



Woodston Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title: Speech and Language Teaching Assistant

Grade: Level 2

Purpose of Job: Working under the direction of the SENCo to enable successful Communication and Interaction for identified pupils within intervention and classroom provision

SPECIFIC DUTIES

a) Supporting the Pupil

1. Under the guidance of the SENCo, undertake work/care/support programmes to enable successful Speech and Language progress for identified pupils .
2. Take responsibility for adapting and delivering Speech and Language activities and programmes of work, for individuals or small groups who would benefit from a particular approach.
3. Encourage and promote the inclusion and acceptance of all pupils.
4. Aid expressive and receptive language understanding and speech sound production of pupils by:
 - Employing strategies and approaches from the Speech and Language Therapist;
 - developing appropriate resources to support the pupil/pupils; and their identified needs;
 - following programmes of intervention as instructed by the SaLT therapist.
 - motivating and encouraging the child as required;
 - liaising with the Class Teacher and SENCo about individual provision and the Graduated Approach;
 - modelling good practice, enable intervention focuses to be embedded within the classroom.
 - building a close and productive relationship with the SaLT therapist.
5. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher and SENCo.

b) Supporting the Teacher

1. Organise speech and language resources and support adaptations to the learning environment as required.
2. Monitor and track progress and provide feedback to assist in developing provision for children with additional Communication and Interaction needs.
3. Provide detailed and regular feedback to teachers, SENCo and SaLT therapist on pupils' achievement, progress, problems, etc.
4. Undertake support activities for the teacher/SENCo as required.
5. Meeting with parents to discuss next steps in their child's Speech and Language Provision.
6. Contribute to discussions for SMART targets and provision when teacher's are completing their Provision Map.

c) Supporting the Curriculum

1. Provide targeted support to enhance learning and improve attainment and achievement.

d) Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Timetable SaLT provision within school.
3. Build a close and effective working relationship with SaLT therapist and other relevant external professionals.
4. Develop and maintain effective relationships with other staff, parents and carers.
5. Attend relevant meetings as required.
6. To participate annually in the performance management process, setting and reviewing targets that maintain high levels of achievement and promote high standards.

Person Specification: Speech and Language Teaching Assistant		
	Essential Criteria	Desirable Criteria
Professional Values and Practices	<ul style="list-style-type: none"> ➤ Happy to work under the direction of the Headteacher, Class Teacher and/or Inclusion Coordinator/SENCO ➤ Support the caring and inclusive ethos of the school and contribute to the wider workings of the school ➤ To be flexible ➤ Be sympathetic and proactive to the children's needs ➤ To contribute enthusiastically to the staff team, be a good team player and have a very positive attitude ➤ Take part in professional development activities ➤ An understanding of what is confidential in relation to children ➤ Ability to communicate effectively with pupils and colleagues ➤ Very good organisation skills 	
Qualifications, Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Good levels of literacy and numeracy at GCSE Grade C or above ➤ Knowledge and understanding of how children learn ➤ Ability to use ICT ➤ Knowledge of Communication and Interaction Needs 	<ul style="list-style-type: none"> ➤ First Aid qualification
Experience, Teaching and Learning	<ul style="list-style-type: none"> ➤ Proven experience with children with Speech and Language needs ➤ Ability to use the required recording and reporting systems and feedback appropriately to the teacher, SENCo, SaLT therapist and parents ➤ Ability to adapt an activity for children experiencing difficulty ➤ Ability to assist the teachers in making the school an accessible environment ➤ Ability to enthuse the children in their development ➤ Experience of working within a school setting ➤ Experience of reporting to teaching staff the outcomes of learning 	<ul style="list-style-type: none"> ➤ Experience of working alongside a Speech and Language Therapist to support identified needs ➤ Experience of Blank Levels, Colourful Semantics, Shape Coding, BPVS3 and Black Sheep resources
Other	<ul style="list-style-type: none"> ➤ Willingness to assist with playground duties, clubs and lunch duty 	<ul style="list-style-type: none"> ➤ Experience of working with children with a range of special needs, in particular Communication and Interaction needs