

Speech & Language Assistant

The Park Federation Academy Trust

Job Description

Reporting to	SENCo, Principal
Grade	5

Job Purpose

Under the direction of the SENCo to work unsupervised with individual or groups of children, including those with significant SEN, to deliver speech and language programmes. To perform any other duties which reasonably fall within the responsibility areas of the post, which may be allocated by the Principal/SENCo after consultation with the post holder.

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

- To work with children aged 7-11 years who have varying levels of speech and/or receptive/expressive language difficulties
- Implementing speech and language programmes for individuals and groups in a primary school settings.
- Be able to relate to, and motivate, children with special needs
- Ability to work independently and manage your own workload and timetable
- Maintain up-to-date and accurate case notes and records of progress
- Maintain a strong relationship with Slough Speech & Language services
- Use your own initiative to implement targets to suit the individual child; monitor and evaluate progress
- Provide advice as required for any children with records of concern prior to referring to Slough Speech & Language services
- Ability to use basic technology – e.g. photocopier, computer
- Knowledge of difficulties with language, speech and communication
- Preferably Elklan qualified to level 3 having attended Speech & Language in the Classroom training
- Experience in Early Language Stimulation, Cued Articulation or PECS could be useful.
- A good level of literacy skills
- Reporting directly to SENCO
- Contribute to IEPs of children on the SALT register
- Attend annual reviews of statemented children on the SALT register
- Be prepared to undertake any training as required/responsible for your own professional development

- Maintain a good relationship and liaise with teachers, TAs, SENCO to ensure a consistent approach to SALT both within sessions and in class
- Be aware of confidentiality, child protection, safeguarding issues
- Be able to create own resources to support speech and language programmes for children
- Good communication skills both verbal and written

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • Good level of spoken English. • Good level of written English. • Numerate. • ICT basic skills in word, data bases and spreadsheets. • NVQ 2 -Teaching Assistant. • Evidence of further training in related areas. e.g. SALT. • Level 1 – Safeguarding. • Completion of Induction Training for Teaching Assistant and 1-2 years’ relevant experience is necessary. • Minimum of two years as a classroom assistant. • Able to follow and interpret instructions and guidance. • Effective communication with pupils and adults (staff and parents). • Effective motivation of pupils. 	<ul style="list-style-type: none"> • GCSE grade C or above or equivalent qualification. • Certification e.g. City & Guilds etc. • SALT or language development certification. • It is desirable to have NVQ2 in Teaching Assistance or equivalent. Elklan qualification would be an advantage but training would be provided. • Attendance at in-service sessions is required where appropriate to promote the post holder’s continuous professional development. • Working with target pupils with specific needs. • Able to think through and implement strategies to enhance pupil learning. • Worked within a multi- lingual environment.
Skills & Knowledge	<ul style="list-style-type: none"> • Good subject knowledge to enable clear instructions and accurate evaluation of standards. • Create an enhancing learning environment and prepare quality learning resources. • Good understanding of administrative procedures that supports good learning. • Able to work within the behaviour management policy. • Full understanding and implementation of child protection policy and procedures. • Good literacy skills are essential i.e. be able to fully support children’s development of receptive and expressive skills and in reading and writing. 	<ul style="list-style-type: none"> • Participated in standardisation and moderation of core subject skills. • Responsibility for a specific area. • An understanding of current development in Primary education. • To have an up to date knowledge of national priorities to support school improvement planning.
Personal Qualities	<ul style="list-style-type: none"> • Able to plan, prioritise and organise own work schedule. • Able to learn and take responsibility for personal development. 	<ul style="list-style-type: none"> • An ability to inspire and motivate children. • To be able to lead a subject area effectively.

	<ul style="list-style-type: none"> • Able to work effectively as part of a team. A creative thinker. • Self-motivation and initiative. • An ability to embrace change with enthusiasm and a positive outlook. • A commitment to high standards. • To be able to accept and act on advice and support when necessary. • Have an ability to work and plan with colleagues in a constructive manner. • To be able to motivate children to achieve their best. 	<ul style="list-style-type: none"> • To be able to think strategically. • To contribute eagerly to all aspects of school life. • Experience of sharing knowledge and experience with colleagues and influencing learning programmes. • Lead staff development exercises.
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