

GENERIC JOB DESCRIPTION



POST TITLE: Teaching Assistant (Speech & Language)
POST NO:
GRADE: Grade 6

CONTRACTUAL
ARRANGEMENTS:

ACCOUNTABLE TO:

PURPOSE OF THE JOB

- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability
- To support identified pupils to develop speech, language and communication skills

KEY ACCOUNTABILITIES

1. To support Class Teachers to devise and deliver programmes for identified children with specific speech and language needs and to develop specialised knowledge and understanding of strategies to assist these children;
2. To develop, prepare and maintain therapeutic materials and resources for use with identified children and to support the children in using them;
3. To establish supportive, caring and secure relationships with the children, promoting respect, self-esteem and a positive, inclusive whole school ethos;
4. To work with pupils on a one-to-one basis to support speech, language and communication skills;
5. To support and facilitate group therapy activities;
6. To facilitate and support Makaton provision within the school and to train others as required;

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7. To help, support and motivate the children, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
8. To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers;
9. To provide welfare support to children, including administering First Aid (dependant on training) and attending to personal hygiene and identified medical needs as required;
10. As directed by the Class Teacher or SENCo, to liaise with outside agencies as appropriate;
11. To assist with general school duties which may include:
 - a. Setting up classrooms, preparing resources and displays and tidying and clearing away
 - b. Supervision of children during playtimes
 - c. Supervision of children entering and leaving school premises

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.