



## JOB DESCRIPTION

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**Job title:** Speech & Language Assistant

**Grade:** Scale 4

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### RESPONSIBILITIES OF ALL STAFF

- To support the whole school vision, values and expectations
- To act upon the duties and responsibilities arising from the Children Act 2004, 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To demonstrate commitment to Equal Opportunities
- To show commitment to whole school expectations 'Ready Respectful Safe' as outlined in the Code of Conduct
- To show commitment to the School Growth Plan priorities by attending meetings or training as required and working towards annual Professional Growth Plan targets
- To carry out duties associated with the role which are reasonably assigned by the headteacher

### RESPONSIBILITIES OF SPECIALIST LEARNING SUPPORT ASSISTANTS

#### Purpose of the role:

Responsible, under the *guidance* of the teacher or line manager, to undertake work, care or support programmes to individual students or to work with groups, including more in depth support for those with SEND. To enable access to learning for students and assist the teacher in the management of students and the classroom.

#### Speech and language Assistant

- Encourage all students to uphold school expectations: 'Ready Respectful Safe'
- Use a range of skills, training and experience to support students with **Speech & Language** difficulties
- Provide feedback to students in relation to progress and success with regard to their **Speech & Language** development
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment, resources and materials
- Assist in the development of work plans, deliver interventions, worksheets etc.
- Contribute to planning, development and organisation of systems, procedures and policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Implement specific interventions for **Speech and Language** development with students under the guidance of the teacher or line manager
- Promote and ensure the health and safety and good behaviour of students at all times
- Accurately record progress and provide written feedback as required
- Administer and assess routine assessments for **Speech & Language** development
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required

- Maintenance of specialist equipment, check for quality and safety, undertake specialist repairs and modifications within own capabilities and arrange for other repairs and modifications to be carried out by others
- Demonstrate and assist in the safe and effective use of specialist equipment and materials
- Provide specialist advice and guidance as required with regard to students with **Speech & Language** difficulties
- Contribute to the EHCP annual review process including providing verbal or written reports about progress with regard to their **Speech & Language** development as required
- Supervise students at unstructured times according to the duty rota
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
- Contribute to the EHCP annual review process by liaising with the tutor and collecting student voice
- Supervise students at unstructured times according to the duty rota
- Work with small groups, under the guidance of the teacher to share expertise about different aspects of **Speech & Language** development