

LEARNING SUPPORT ASSISTANT – SPEECH & LANGUAGE LEAD)

Grade 5

SCP 7 – SCP 11

Job Description & Person Specification

Job Description

Reporting to

Assistant Headteacher / SENDCo

Main responsibilities

1. To lead on the support of young people with Speech and Language needs and lead on the planning and delivery of student interventions (one to one and small group).
2. To work with the Assistant Headteacher: SENDCo to support and monitor the progress of students with Speech and Language needs.
3. Liaise with external agencies and professionals to ensure effective support of students with Speech and Language needs including making referrals, contributing to Annual Reviews and attending meetings.
4. To support colleagues across the school, delivering training and offering advice and guidance, as appropriate.
5. To support teaching staff in the development and education of students in accordance with the aims and policies of the Academy, sourcing work from teachers, ensuring tasks are completed in a measurable, time-specific way, recording outcomes.
6. To assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with students so that their intellectual and social development (including self-reliance and self-esteem) are fostered.
7. Provide input into the planning of learning activities for individuals and small groups of students to enable the teaching staff to make informed decisions when developing their plans.
8. Supervise the activities of individuals or small groups of students both in and out of the classroom (including educational visits and social times) to ensure their safety and

facilitate their physical and emotional development in accordance with the Academy's behaviour for learning policy.

9. Record student information, in line with departmental procedures, to ensure that records are maintained.
10. Liaise with parents and carers in conjunction with teaching staff to ensure effective communication concerning students' well-being.
11. Supervise students whilst they are undertaking their work to ensure a safe and constructive learning environment.
12. Attend staff and other meetings and participate in staff development and staff performance management as required.
13. Share appropriate and positive strategies that have been used to enhance student achievement and learning.
14. You will be expected to carry out any other reasonable tasks as directed by your line manager.
15. On a day-to-day basis work will be organised and supported by the School's Assistant SENDCos who are supported by the Assistant Headteacher: SEND Lead.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
GCSE English and Maths A*-C or equivalent		✓
A good standard of literacy and numeracy		✓
Experience		
Purposeful experience of working with young people, in the 11-16 age range		✓
Purposeful experience of working with Primary aged children	✓	
Purposeful experience of supporting children with speech and language needs	✓	
Knowledge & Skills		
Understanding safeguarding and child protection legislation		✓
Understanding health and safety requirements		✓
Understanding of speech and language needs in children and young people, and how to intervene and support them		✓
Understanding of equality, diversity and inclusion in education		✓
Patience, empathy and resilience		✓
Ability to work independently and part of a team		✓
Ability to maintain confidentiality		✓
Attributes		
Ability to speak fluent English as covered by Part 7 of the Immigration Act (2016)		✓
Ability to communicate clearly and effectively with teachers, other professionals and students		✓
Excellent verbal and written communication skills		✓
Enthusiasm for encouraging all students to be ready to learn, respectful and safe and embrace all opportunities irrespective of barriers to learning		✓
Competent organisational skills		✓
Maintaining a calm approach when faced with challenging behaviours / attitudes		✓
Suitable to work with children		✓
Positive, enthusiastic and motivated		✓
Reliable and dependable		✓
Caring and supportive approach		✓
Patient and understanding		✓
Able to remain calm under pressure		✓